

BIDDER: Paper Solutions



COOK COUNTY GOVERNMENT
Office of the Chief Procurement Officer

CONTRACT FOR SUPPLY

DOCUMENT NO. 1535-14434

**PRINTING AND MANUFACTURING OF FILE JACKETS AND FOLDERS
FOR
VARIOUS COOK COUNTY AGENCIES**

PRE-BID MEETING:

DATE: FRIDAY, MAY 15, 2015

TIME: 11:00 A.M.

LOCATION: 118 N. CLARK ST., ROOM 1018, CHICAGO, IL, 60602

**APPROVED BY BOARD OF
COOK COUNTY COMMISSIONERS**

JUL 29 2015

BIDS TO BE EXECUTED IN TRIPLICATE

BID OPENING WILL BE ON

WEDNESDAY, JUNE 3, 2015 AT 10:00 AM CENTRAL STANDARD TIME

LATE BIDS WILL NOT BE CONSIDERED

DELIVER BIDS TO 118 N. CLARK ST., ROOM 1018, CHICAGO, IL, 60602

**Questions regarding this Bid should be directed to:
EMAIL: RYAN.CONNOR@COOKCOUNTYIL.GOV**

**Toni Preckwinkle
Cook County Board President**

**Shannon E. Andrews
Chief Procurement Officer**

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INSTRUCTIONS TO BIDDERS

CONTRACT NO. 1535-14434

IB-01 DEFINITIONS

- A. **BIDDER** shall mean any Person who submits a Bid.
- B. **BID COVER PAGE** shall mean the general description of the required services, goods, equipment, or supplies, the contact information of the assigned Contract Negotiator or Specification Engineer in the Office of the Chief Procurement Officer, and shall include the date, time and place for both the submission of Bid Proposals and the opening of the Bid Proposals.
- C. **BID or BID PROPOSAL** shall mean a response to the Bid Notice containing all Bid Documents and any other documents or information the Bidder is required to provide.
- D. **BID DOCUMENTS** means the documents, specifications, forms and other information necessary and required for a Bid.
- E. **BID NOTICE** means the notice from the CPO regarding a Procurement which shall include: a general description of the Procurement; information necessary to obtain the Bid Documents; and the date, time and place for both the submission of Bids and the opening of the Bids.
- F. **CONTRACT** shall mean any written document to make Procurements by or on behalf of Cook County.
- G. **CONTRACT DOCUMENTS** shall mean collectively the Bid Cover Page, legal advertisement, Bid Notice, Bid Documents, Bid, Economic Disclosure Statement, MBE/WBE Utilization Plan and any other document required by the Chief Procurement Officer. The above documents shall be considered as one integrated document setting forth the obligations of the parties.
- H. **CONTRACTOR** shall mean the Person that enters into a Contract with the County.
- I. **COUNTY** shall mean the County of Cook, a body politic and corporate of the State of Illinois.
- J. **DIRECTOR** shall mean the person or persons authorized by the County to act in connection with this Contract. Such authorization shall not include any power to change the scope of the Contract or to obligate the County to pay additional sums beyond the amount of the Contract awarded by the Cook County Board of Commissioners or the Chief Procurement Officer.
- K. **CHIEF PROCUREMENT OFFICER or CPO** shall mean the Chief Procurement Officer of the County of Cook whose duties and responsibilities are more particularly described in the Cook County Procurement Code, Chapter 34, Article IV, Division I.
- L. **OCPO** shall mean the Office of the Chief Procurement Officer of Cook County.
- M. **PERSON** shall mean any individual, corporation, partnership, Joint Venture, trust association, Limited Liability Company, sole proprietorship or legal entity.
- N. **PROCUREMENT** shall mean obtaining supplies, equipment, goods or services of any kind.
- O. **SPECIFICATIONS** shall mean the description of the services, work, goods, equipment, personnel, volume and use statistics and all requirements for the scope of work set forth in the Contract Documents.
- P. **USING AGENCY** shall mean the departments or agencies within Cook County government including elected officials.

INSTRUCTIONS TO BIDDERS**IB-02 PREPARATION OF EDS AND EXECUTION DOCUMENT**

- A. The Bidder shall prepare one (1) copy of its Bid Proposal on the proposal forms within the Contract Documents and three (3) Economic Disclosure Statement and Execution Documents ("EDS"), all with original signatures. Unless otherwise stated, all blank spaces on the proposal forms shall be fully completed. Bidder bears all responsibility for error or omissions in the submission of the Bid Proposal. Bid Proposals and EDS which are not properly signed may be rejected.
- B. If the Bidder is a corporation, the President and Secretary must execute the EDS. In the event that this Bid Proposal is executed by someone other than the President, attach hereto a certified copy of that section of the Corporate By-Laws, resolution or other authorization by the Corporation, satisfactory to the County that permits the person to execute Bid Proposal for said corporation. If the corporation is not incorporated in the State of Illinois, a copy of the Certificate of Good Standing from the state of incorporation must be submitted with the EDS.
- C. If the Bidder is a partnership or joint venture, all partners or joint venturers must execute the EDS, unless one partner or joint venture has been authorized to sign for the partnership or joint venture, in which case, the partnership agreement, resolution or evidence of such authority, satisfactory to the County, must be submitted. If the Bidder is a joint venture, attach a copy of the joint venture agreement.
- D. If the Bidder is a member-managed LLC all members must execute the EDS, unless otherwise provided in the operating agreement, resolution or other corporate documents. If the Bidder is a manager-managed LLC, the manager(s) must execute the Bid Proposal. The Bidder must attach either a certified copy of the operating agreement, resolution or other authorization, satisfactory to the County, demonstrating such person has the authority to execute the EDS on behalf of the LLC. If the LLC is not registered in the State of Illinois, a copy of a current Certificate of Good Standing from the state of incorporation must be submitted with the EDS.
- E. If the Bidder is a Sole Proprietorship, the sole proprietor must execute the EDS.
- F. A "Partnership" "Joint Venture" or "Sole Proprietorship" operating under an Assumed Name must be registered with the Illinois county in which it is located, as provided in 805 ILCS 405 (2012) and documentation evidencing registration must be submitted with the EDS.

IB-03 SITE INSPECTION CERTIFICATE

The Bidder shall inspect the job-site to become familiar with the conditions related to the work or services and the requirements set forth in the Bid Documents. Failure of the Bidder to visit the Site shall not relieve or alter the Bidder's responsibility for completing the work or services as required by the Contract Documents.

When required as mandatory in the Contract Documents, the Bidder shall visit the job-site and shall carefully examine and become familiar with all conditions which may in any way affect the performance of the Contract and shall submit certification of such inspection along with the Bid Proposal. The dates and conditions of the site inspection are determined by the County. If the Contract Documents provide that inspection of the site is mandatory, a Bidder's failure to attend all of the required site inspections shall render the Bid Proposal non-responsive.

IB-04 BID DEPOSIT

When required in the Contract Documents, the Bid Proposal shall be accompanied by, cashier's check, certified check, bank draft or surety bond in the amount shown in the legal advertisement or as may be prescribed in these Contract Documents. A certified or cashier's check shall be drawn on a responsible bank doing business in the United States and shall be made payable to the order of the County of Cook. The surety issuing the bond must have a general rating of "A", and shall be a Class VII or higher in the financial size category as defined by Best Company Inc., Moody's Investor Services, Standard & Poor's Corporation or similar rating agency. The surety must be licensed by the State of Illinois Department of Insurance and be listed in the current U.S. Treasury Circular 570 when federal funds are being used. Failure to submit the bid deposit shall constitute a non-responsive Bid Proposal and such Bid Proposal shall be rejected.

INSTRUCTIONS TO BIDDERS**IB-04 BID DEPOSIT (con't.)**

The Bidder hereby agrees that the bid deposit shall be forfeited to the County as liquidated damages and not as penalty in the event Bidder fails to comply with IB-15 and IB-17, or otherwise fails or refuses to honor the Bid Proposal upon award of the Contract by the County.

The bid deposit of all bidders will be returned, with the exception of the apparent lowest responsive and responsible Bidder, after the County has awarded the Contract. The bid deposit of the lowest responsive and responsible Bidder will be returned after the Contract has been awarded and the Bidder has submitted all insurance documentation and the Performance and Payment Bond, as required by the Contract Documents.

IB-05 EXCEPTIONS AND ADDENDUM

The County will not provide oral answers to questions concerning Bid Documents before or subsequent to the award of a Contract. If an interpretation or clarification of the Bid Document is desired by the Bidder or if the Bidder intends to request a deviation to the Specifications, the Bidder shall submit questions or request for the deviation to the Specifications to the Chief Procurement Officer prior to the date for inquiries set forth in the Special Conditions. The Chief Procurement Officer will answer questions or requests for deviations to the Specifications by issuing an Addendum which shall be available to all Bidders submitting a Bid Proposal. If no Addendum is issued by the Chief Procurement Officer, then such deviation or exception to the Specification shall be deemed rejected. The Chief Procurement Officer shall reject any Bid containing deviations or exceptions to the Specifications not previously accepted through a written Addendum. Bidder shall acknowledge receipt of each Addendum issued in the space provided on the proposal form. The Bidder's failure to acknowledge in writing any issued addenda may result in the CPO finding the Bid non-responsive and rejecting the Bid. The OCPO shall not allow any Bidder to acknowledge any such addenda, in writing or orally, after the Bid Opening.

All written requests for clarifications, deviations or exceptions shall be addressed to the Specification Engineer or Contract Negotiator listed on the Bid Cover Page:

If the apparent lowest Bidder takes exceptions or deviations to the General Conditions, which are submitted with the Bid, the CPO shall reject the Bid as non-responsive in the event that the Chief Procurement Officer, in his or her sole opinion, determines such exceptions or deviations to be material.

IB-06 BIDDER REPRESENTATIONS AND WARRANTIES

The submission of a Bid shall constitute a representation and warranty that: (i) Bidder has carefully and thoroughly reviewed the Contract Documents and has found them complete and free from ambiguities and sufficient to describe the required goods, equipment, supplies or services; (ii) Bidder and all laborers, employees or subcontractors it intends to use in the performance of this Contract are skilled and experienced in the type of work or services called for by the Contract Documents; and (iii) neither the Bidder nor any of its employees, agents, suppliers or subcontractors have relied on any verbal representations from the County, or any of the County's employees, agents, or consultants, in preparing the Bid.

IB-07 SUBMISSION OF BID PROPOSALS

All Bidders shall submit the bound copy of the Bid in a sealed envelope and shall cause the Bid to be delivered to The Office of the Chief Procurement Officer, Room 1018, County Building, 118 North Clark Street, Chicago, Illinois 60602 by the date and hour for the Bid Opening as shown in the Bid. The sealed envelope submitted by the Bidder shall have the Bid label, set forth herein, or shall have the following information on the face of the envelope: Bidder's name, address, subject matter of Bid, Bid or Contract number, advertised date of Bid Opening and the hour designated for Bid Opening as shown in the Contract Documents.

INSTRUCTIONS TO BIDDERS

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IB-08 BID PROPOSALS TO CONFORM TO BID DOCUMENTS

The County will not entertain or consider any Bids: (i) received after the exact time specified in the Bid; (ii) not accompanied by the required bid deposit; or (iii) in any other way failing to comply fully with the conditions stated in the Bid.

IB-09 COMPETENCY OF BIDDER

No Contract shall be awarded to a Bidder that is in arrears or is in default to the County upon any debt or Contract, or that is a defaulter, as surety or otherwise upon any obligation to said County, or has failed to perform faithfully any previous contract with the County.

IB-10 LOCAL BUSINESS PREFERENCE

The Chief Procurement Officer shall, for all Procurements funded solely with County dollars by competitive sealed bidding, accept the lowest bid price or lowest evaluated bid price from a responsive or responsible local business, provided that the Bid does not exceed the lowest bid price or lowest evaluated bid price from a responsive and responsible non-local business by more than five percent (5%).

"Local business" shall mean a Person, including a foreign corporation authorized to transact business in Illinois, having a bona fide establishment located within the County at which it is transacting business on the date when a Bid is submitted to the County, and which employs the majority of its regular, full-time work force within the County. A Joint Venture shall constitute a Local Business if one or more Persons that qualify as a "Local Business" hold interests totaling over 50 percent in the Joint Venture, even if the Joint Venture does not, at the time of the Bid submittal, have such a bona fide establishment within the County.

IB-11 RE-ENTRY EMPLOYMENT EARNED CREDITS

In accordance with Section 34-231 through Section 34-235 of the Cook County Procurement Code, for all Public Works Contracts, with an estimated Bid Price of \$100,000 or more, the Bidder shall be permitted but is not required, to submit an employment plan of Former Offenders with its Bid Proposal in order to receive an earned credit for future Public Works Contracts. The Employment Plan shall be approved by the CPO and, if required, the Cook County Re-entry Employment Committee. Upon the completion of a qualifying contract and the Bidder presenting satisfactory information and documentation to the CPO, the CPO shall provide the Bidder with an Earned Credit Certificate, which shall be valid for three years from the date of issuance. The Bidder shall receive an earned credit of ½% of the Bid Price for future Public Works Contracts, if 5-10% of the percentage of Total Labor Hours are performed by Former Offenders, and an earned credit of 1% of the Bid Price for future Public Works Contracts, if the more than 10% of the percentage of Total Labor Hours are performed by Former Offenders. For purposes of this provision, "Former Offenders" shall mean adults who are residents of the County and who have been convicted of a crime. "Labor hours" shall mean the total hours of workers receiving an hourly Wage who are directly employed at the work site. It shall include hours performed by workers employed by the contractor and all subcontractors working at the site. "Labor hours" shall not include hours worked by nonworking former, superintendents, owners and workers who are not subject to prevailing wage requirements.

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IB-12 ELIGIBLE VETERANS BID PREFERENCE FOR PUBLIC WORKS CONTRACT

In accordance with Section 34-236 (a) of the Cook County Procurement Code, for all Public Works Contracts, the CPO shall give a preference of one percent of the amount of the Contract to a Responsible and Responsive Bidder for a Public Works Contract when such Bidder has committed by affidavit to utilize Eligible Veterans for at least five percent of the hours worked under such Contract. Failure to utilize Eligible Veterans in accordance with the affidavit will result in breach of Contract.

IB-13 ELIGIBLE BID PREFERENCE FOR VBEs and SDVBEs

In accordance with Section 34-236 (b) of the Cook County Procurement Code, the CPO shall give a preference of five percent of the amount of the Contract to a Responsible and Responsive Veteran owned Business Enterprises ("VBEs") or Service Disabled Veteran owned Business Enterprises ("SDVBE") certified by the Contract Compliance Director ("CCD"), or by any other entity approved by the CCD.

IB-14 PUBLIC WORKS

For all Public Works Projects, the Bidder shall comply with Section 34-190 of the Cook County Procurement Code, which requires that Public Works Contracts having an estimated contract price of \$100,000 or more, where not otherwise prohibited by Federal or State law, shall have at least 50 percent of the total hours worked on the site by employees of the Contractor and subcontractors shall be performed by residents of the County.

All Bid Proposals for Public Works Construction shall be evaluated to determine, whether the Bidder is responsible, in accordance with Section 34-145 of the Cook County Procurement Code. In accordance with Section 34-145 the CPO shall determine whether the Bidder: (i) is authorized to do business in Illinois and the County; (ii) has, as applicable, a Federal Employer Identification Number or Social Security; (iii) meets any applicable insurance requirements in the Bid Document; (iv) has certified that it is in compliance with all provisions of the Illinois Prevailing Wage Act, and State and Federal equal employment opportunity laws; (v) has certified that it participates in active apprenticeship and training programs approved and registered with the United States Department of Labor Bureau of Apprenticeship and Training for each of the trades of work contemplated under the awarded Contract; (vi) contractually requires any subcontractor to participate in active apprenticeship and training programs approved and registered with the United States Department of Labor Bureau of Apprenticeship and Training for each of the trades of work contemplated under the awarded Contract; and (vii) has agreed to provide Certified payrolls as specified in the Illinois Prevailing Wage Act.

IB-15 CONSIDERATION OF BID PROPOSALS

The County reserves the right to reject or accept any or all Bid Proposals, to extend the bidding period, to waive technicalities in the Bid and/or to withdraw or cancel the Bid or to issue a new Bid, i.e., "rebid" prior to award of the Contract.

After Bid Proposals are opened and read aloud, they will be evaluated based on the price, conformance with Specifications, the responsibility of the various Bidders taking into consideration factors including, but not limited to, those noted in IB-09, IB-10 and responsiveness to the County's Minority and Female Owned Business Ordinance.

The Chief Procurement Officer reserves the right to make corrections, after receiving the Bids, to any clerical error apparent on the face of the Bid, including but not limited to obviously incorrect units or misplaced decimal points, or arithmetic errors. In the event that comparison of the Bidder's "Unit Price" and "Total Price" submitted for any line items reveals a calculation error, the Unit Price will prevail.

The Chief Procurement Officer reserves the right to reject any Bid that, in his or her discretion and authority is deemed materially unbalanced.

INSTRUCTIONS TO BIDDERS

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IB-16 WITHDRAWAL OF BID PROPOSALS

Bidders may withdraw their Bid Proposals at any time prior to the time specified in the Bid as the date and hour set for the Bid Opening. However, no Bidder shall withdraw, cancel or modify its Bid Proposal for a period of ninety (90) calendar days after said advertised Bid Opening.

IB-17 NOTICE OF AWARD

The Chief Procurement Officer shall notify the successful Bidder, in writing, of award of the Contract by the County within ninety (90) days from the Bid Opening date. Upon receipt of the Notice of Award, the Contractor shall promptly secure, execute and deliver to the Chief Procurement Officer any documents required herein.

IB-18 BID DISPUTES

Section 34-136 of the Cook County Procurement Code permits Bidders to file protests. Any Bidder who reasonably believes that the recommended Bidder is not the lowest Responsive and Responsible Bidder, or has a complaint about the bid process, may submit a bid protest, in writing, and directed to the CPO, within three business days after the date upon which the CPO posts the recommended Bid for award or execution on the County's website. The bid protest must specify why the protester believes the recommended Bidder is not the lowest Responsive and Responsible Bidder, or why the protester believes the bid procedure was unfair, including a statement of how the alleged unfairness prejudiced the protesting Bidder and the action requested of the CPO. A bid protest based on an issue which could have been clarified through a request for clarification or information pursuant to Section 34-136(d), and IB-05, Communications with the County regarding competitive bidding process, will not be considered if the protesting Bidder failed to make such request. When a bid protest has been submitted, no further action shall be taken on the Procurement until the CPO makes a decision concerning the bid protest, unless the Using Agency responds in writing and sufficiently demonstrates that (i) the item to be procured is urgently required and (ii) failure to make the award promptly will unduly delay delivery or performance or cause other undue harm.

The CPO shall issue a written decision on the bid protest to the protesting Bidder and to any other Bidder affected by such decision as soon as reasonably practicable. If the bid protest is upheld based on a lack of fairness in the bid procedure, the CPO shall re-bid the procurement. If the CPO determines that the recommended Bidder was not Responsive and Responsible, that Bidder shall be disqualified and the CPO may either recommend the lowest Responsive and Responsible Bidder or re-bid. Any CPO decision concerning bid protests shall be final.

IB-19 PERFORMANCE AND PAYMENT BOND

When required in Bid Documents, the successful Bidder shall furnish a Performance and Payment Bond in the full amount of the Contract on the County Form, a specimen of which shall be provided. The Surety issuing the Performance and Payment Bond must have a general rating of "A" and shall be a Class VII or higher in the financial size category as defined by Best's Key Rating Guide-Property and Casualty, or have such ratings as specified in the Contract Documents.

In the event that the Bidder fails to furnish the Performance and Payment Bond within fourteen (14) calendar days after service of the Notice of Award, the County may elect to retain Bidder's bid deposit as liquidated damages and not as a penalty and reject the Bid. The parties agree that the sum of the bid deposit is a fair estimate of the amount of damages that the County will sustain due to the Bidder's failure to furnish the Performance and Payment Bond and the termination of the Contract.

IB-20 PRICES FIRM

All prices quoted in the Bid Proposal shall be firm and will not be subject to increase during the term of the Contract, except as otherwise provided in these Contract Documents.

IB-21 CASH BILLING DISCOUNTS

Cash billing or percentage discounts for payment will not be considered in evaluating Bid Proposals.

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IB-22 CATALOGS

Each Bidder shall submit in TRIPLICATE, where necessary or when requested catalogs, descriptive literature, and detailed drawings, fully detailing features, designs, construction, appointment and finishes not covered in the Specifications but necessary to fully describe the goods, equipment, supplies or services.

IB-23 AUTHORIZED DEALER/DISTRIBUTOR

For goods, equipment and supplies, the Bidder must be one of the following: (i) the manufacturer; (ii) an authorized dealer/distributor; or (iii) able to promptly secure the necessary genuine parts, assemblies and/or accessories as supplied by the original equipment manufacturer (O.E.M.), along with any necessary schematics or drawings to fulfill the contractual obligations. With respect to the purchase of vehicles, or services related to vehicles, the Specifications or Special Conditions may require that the Bidder be an authorized dealership of the manufacturer. The Bidder must be able to furnish original product warranty and manufacturer's related services such as product information, product re-call notices, etc. Proof of ability to transfer product warranty to the County is to be submitted with the Bid Proposal.

IB-24 TRADE NAMES

In cases where an item is identified by a manufacturer's name, brand name, trade name, catalog number, or reference, it is understood that the Bidder proposes to furnish the item identified and does not propose to furnish an alternate but equivalent item, unless the Bidder has proposed and the County has accepted the alternate but equivalent item.

Unless the Bid states that no substitute shall be allowed, the reference to a manufacturer's name, brand name, trade name, catalog number, or reference is intended to be descriptive and not restrictive and to indicate to prospective Bidders articles that shall be satisfactory. Bid Proposals for other manufacturer names, brand names, trade names, catalog numbers or references shall be considered, provided each Bidder states on the face of the Bid Proposal what alternate, but equivalent items are being proposed.

If the Bidder proposes alternate, but equivalent, items, the Bidder must provide the following: (i) product identification, including manufacturer's name and address; (ii) manufacturer's literature identifying the product description, reference standards and performance and test data; (iii) samples, as applicable; and (iv) itemized comparisons of the proposed alternate items listing significant variations. If a Bidder proposes alternate items, it warrants and represents that in making a formal request for substitution that: (i) the proposed alternate item is equivalent to or superior in all respects to the item specified in the Bid; and (ii) that the same warranties and guarantees will be provided for the proposed alternate items as those specified in the Bid. The CPO may, in his or her sole discretion accept an alternate item for a specified item, provided the alternate items so bid is, in the CPO's sole opinion the equivalent of the item specified in the Bid. An alternate item that the CPO determines not to be equivalent to the specified item shall render the bid non-responsive and the CPO shall reject the Bid.

IB-25 SAMPLES

Bidders may be asked upon request of the Chief Procurement Officer, including subsequent to the Bid Opening, to furnish and deliver a representative sample sufficient to effectively evaluate each item listed in the Bid Proposal. All samples must be delivered F.O.B. DESTINATION, FREIGHT PREPAID to an identified delivery location within five (5) business days of the request. Samples submitted must be identical to those specified in the Bid Proposal. Submission of other than the samples reflected in the Bid Proposal or failure to furnish samples within the required time period shall be cause for rejection of the Bid Proposal. All samples are subject to mutilation and will not be returned. Bidders shall bear the cost of any samples and shipping or delivery costs related thereto.

IB-26 NOTICES

All communications and notices between the County and Bidders regarding the Bid Documents shall be in writing and hand delivered or delivered via first class United States mail, postage prepaid, or via e-mail. Notices to the Bidders shall be addressed to the name and address provided by the Bidders; notices to the Chief Procurement Officer shall be addressed to Room 1018, County Building, 118 North Clark Street, Chicago, Illinois 60602.

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IB-27 COMPLIANCE WITH LAWS - PUBLIC CONTRACTS

This is a competitive Bid of Cook County government subject to laws and ordinances governing public bids and contracts. The Bidder shall at all times observe and comply with all laws, ordinances, regulations and codes of the Federal, State, County and other local government agencies which may in any manner effect the preparation of the Bid Proposal or the performance of the Contract. If the Bidder observes that any of the Bid Documents are at variance with any laws, ordinances, regulations or codes, it shall promptly notify the Chief Procurement Officer in writing and if necessary an addendum shall be issued by the Chief Procurement Officer.

IB-28 COOPERATION WITH INSPECTOR GENERAL

Persons or businesses seeking County contracts are required to abide by all of the applicable provisions of the Office of the Independent Inspector General Ordinance (Section 2-281 et. seq. of the Cook County Code of Ordinances). Failure to cooperate as required may result in monetary and/or other penalties.

IB-29 CREDIT CARD PAYMENTS

The County has implemented a Prompt Payment Program (the "E-Payables Program"). Bidders who voluntarily participate in the Program will receive prompt payments via the County's Visa Purchasing Card. In order to participate in the Program, Bidders must submit the E=Payables Enrollment Form to the Cook County Comptroller's Office. A description of the Program is attached for informational purposes. Notwithstanding the foregoing, the County has no duty or obligation to process prompt payments to Bidders. The County reserves its right to discontinue the Program at any time. The County will not provide a bid incentive or preference to Bidders who participate in the Program.

IB-30 MINORITY AND WOMEN OWNED BUSINESS ENTERPRISE ORDINANCE

Cook County has adopted the Minority and Women Owned Business Enterprise Ordinance (the "Ordinance"). The Ordinance establishes annual participation goals for Minority and Women Owned Business Enterprises. The requirements of the Ordinance, as well as the documents the Bidder must submit are set forth in GC-19. The Bidder's failure to submit the MBE/WBE Utilization Plan, as more fully described in GC-19 shall render the Bid non-responsive.

IB-31 COOK COUNTY RECYCLED PRODUCT PROCUREMENT POLICY

Cook County has adopted the Cook County Recycled Product Procurement Policy. In accordance with the Policy, Cook County encourages the use of recycled paper and paper products, whenever practicable. The Bidder shall use recycled paper, except where the specialized nature of certain materials (such as photographs) requires otherwise, and all documents shall be printed two-sided unless two-sided printing is not practicable.

IB-32 ESTIMATED QUANTITIES

Unless expressly stated in the Specifications, Special Conditions, or Proposal page(s) any quantities stated in this Bid represent estimated usage and as such are for bid canvassing purposes only. The County reserves the right to increase or decrease quantities ordered. Nothing herein will be construed as an intent or obligation on the part of the County to purchase any goods, equipment, supplies or services beyond those determined by the County to be necessary to meet its needs.

END OF SECTION

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GENERAL CONDITIONS

CONTRACT NO. 1535-14434

GC-01 SUBCONTRACTING OR ASSIGNMENT OF CONTRACT OR CONTRACT FUNDS

Once awarded, this Contract shall not be subcontracted or any part thereof assigned without the express written approval of the County Chief Procurement Officer ("Chief Procurement Officer"). In no case, however, shall such approval relieve the Contractor from his obligations or change the terms of the Contract. The Contractor shall not transfer or assign any Contract funds or claims due or to become due without the advance written approval of the Chief Procurement Officer. The unauthorized subcontracting or assignment of the Contract, in whole or in part, or the unauthorized transfer or assignment of any Contract funds, either in whole or in part, or any interest therein, which shall be due or are to become due the Contractor shall have no effect on the County and are null and void.

The Contractor shall identify any and all contractors and subcontractors it intends to use in the performance of the Contract by completing the Identification of Subcontractor/Supplier/Subconsultant Form ("ISF"). All such persons shall be subject to the prior approval of the County. The Contractor will only subcontract with competent and responsible Subcontractors. The Chief Procurement Officer may require in his or her sole discretion, that the Contractor provide copies of all contracts with subcontractors.

The Contractor and its employees, contractors, subcontractors, agents and representatives are, for all purposes arising out of this Contract, independent contractors and are not employees of the County. It is expressly understood and agreed that the Contractor and its employees, contractors, subcontractors, agents and representatives shall in no event as a result of a contract be entitled to any benefit to which County employees are entitled, including, but not limited to, overtime, retirement benefits, worker's compensation benefits and injury leave or other leave benefits.

GC-02 INDEMNIFICATION

The Contractor covenants and agrees to indemnify and save harmless the County and its commissioners, officials, employees, agents and representatives, and their respective heirs, successors and assigns, from and against any and all costs, expenses, attorney's fees, losses, damages and liabilities incurred or suffered directly or indirectly from or attributable to any claims arising out of or incident to the performance or nonperformance of the Contract by the Contractor, or the acts or omissions of the officers, agents, employees, contractors, subcontractors, licensees or invitees of the Contractor. The Contractor expressly understands and agrees that any Performance Bond or insurance protection required of the Contractor, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify the County as hereinabove provided.

GC-03 INSPECTION AND RESPONSIBILITY

The County shall have a right to inspect and approve any Contract goods, equipment, supplies or services used in carrying out this Contract and shall approve the quality and standards of all materials or completed work furnished under this Contract. Contract goods, equipment, supplies or services not complying herewith may be rejected by the Chief Procurement Officer and/or the Director and shall be replaced and/or re-performed by the Contractor at no cost to the County. Any Contract goods, equipment or supplies rejected shall be removed within a reasonable time from the premises of the County at the entire expense of the Contractor, after notice has been given by the County to the Contractor that such Contract goods, equipment or supplies have been rejected.

GC-04 PAYMENT TO CONTRACTORS AND SUBCONTRACTORS

All invoices submitted by the Contractor shall be in accordance with the cost provisions contained in the Contract Documents and shall contain a detailed description of the Deliverables (i.e., the goods, equipment, supplies or services) including the quantity of the Deliverables, for which payment is requested. All invoices for services shall include itemized entries indicating the date or time period in which the services were provided, the amount of time spent performing the services, and a detailed description of the services provided during the period of the invoice. All invoices shall reflect the amounts invoiced by and the amounts paid to the Contractor as of the date of the invoice. Invoices for new charges shall not include "past due" amounts, if any, which amounts must be set forth on a separate invoice. Contractor shall not be entitled to invoice the County for any late fees or other penalties.

GENERAL CONDITIONSGC-04 PAYMENT TO CONTRACTORS AND SUBCONTRACTORS (con't.)

In accordance with Section 34-177 of the Cook County Procurement Code, the County shall have a right to set off and subtract from any invoice(s) or Contract price, a sum equal to any fines and penalties, including interest, for any tax or fee delinquency and any debt or obligation owed by the Contractor to the County.

The Contractor acknowledges its duty to ensure the accuracy of all invoices submitted to the County for payment. By submitting the invoices, the Contractor certifies that all itemized entries set forth in the invoices are true and correct. The Contractor acknowledges that by submitting the invoices, it certifies that it has delivered the Deliverables, i.e., the goods, supplies or equipment set forth in the Contract to the Using Agency, or that it has properly performed the services set forth in the Contract. The invoice must also reflect the dates and amount of time expended in the provision of services under the Contract. The Contractor acknowledges that any inaccurate statements or negligent or intentional misrepresentations in the invoices shall result in the County exercising all remedies available to it in law and equity including, but not limited to, a delay in payment or non-payment to the Contractor, and reporting the matter to the Cook County Office of the Independent Inspector General.

When a Contractor receives any payment from the County for any supplies, equipment, goods, or services, it has provided to the County pursuant to its Contract, the Contractor must make payment to its subcontractors within 15 days after receipt of payment from the County, provided that such subcontractor has satisfactorily provided the supplies, equipment, goods or services in accordance with the Contract and provided the Contractor with all of the documents and information required of the Contractor. The Contractor may delay or postpone payment to a subcontractor when the subcontractor's supplies, equipment, goods, or services do not comply with the requirements of the Contract, the Contractor is acting in good faith, and not in retaliation for a subcontractor exercising legal or contractual rights.

GC-05 PREPAID FEES

In the event this Contract is terminated by either party, for cause or otherwise, and the County has prepaid for any goods, equipment, supplies or services to be provided pursuant to this Contract, Contractor shall refund to the County, on a prorated basis to the effective date of termination, all amounts prepaid for such goods, equipment, supplies or services not actually provided as a result of the termination. The refund shall be made within fourteen (14) days of the effective date of termination.

GC-06 TAXES

Federal Excise Tax does not apply to materials purchased by the County by virtue of Exemption Certificate No. 36-75-0038K. Illinois Retailers' Occupation Tax, Use Tax and Municipal Retailers' Occupation Tax do not apply to materials or services purchased by the County by virtue of statute. The price or prices quoted herein shall include any and all other federal and/or state, direct and/or indirect taxes which apply to this Contract. The County's State of Illinois Sales Tax Exemption Identification No. is E-9998-2013-07.

GC-07 PRICE REDUCTION

If at any time after the Contract award, Contractor makes a general price reduction in the price of any goods, equipment, supplies or services covered by the Contract, the equivalent price reduction based on similar quantities and/or considerations shall be applied to this Contract for the term of the Contract. Such price reductions shall be effective at the same time and in the same manner as the reduction in the price to customers generally.

GC-08 CONTRACTOR CREDITS

To the extent the Contractor gives credits toward future purchases from its financial incentives, discounts, value points or other benefits based on the purchase of the goods, equipment, supplies or services provided for under this Contract, such credits belong to the County and not any specific Using Agency. Contractor shall report any such credits to the Chief Procurement Officer.

GENERAL CONDITIONS**GC-09 DISPUTES**

Any dispute arising under the Contract between the County and Contractor shall be decided by the Chief Procurement Officer. The complaining party shall submit a written statement detailing the dispute and specifying the specific relevant Contract provision(s) to the Chief Procurement Officer. Upon request of the Chief Procurement Officer, the party complained against shall respond to the complaint in writing within five days of such request. The Chief Procurement Officer will reduce his decision to writing and mail or otherwise furnish a copy thereof to the Contractor and Director. Dispute resolution as provided herein shall be a condition precedent to any other action at law or in equity. Notwithstanding a dispute, Contractor shall continue to discharge all its obligations, duties and responsibilities set forth in the Contract during any dispute resolution proceeding unless otherwise agreed to by the County in writing.

GC-10 CONTRACT AMENDMENTS

The parties may during the term of the Contract make amendments to the Contract but only as provided in this section. Such amendments shall only be made by mutual agreement in writing.

In the case of Contracts not approved by the Board, the Chief Procurement Officer may amend a contract provided that any such amendment does not extend the Contract by more than one (1) year, and further provided that the total cost of all such amendments does not increase the total amount of the Contract beyond \$150,000. Such action may only be made with the advance written approval of the Chief Procurement Officer. If the amendment extends the Contract beyond one (1) year or increases the total award amount beyond \$150,000, then Board approval will be required.

No Using Agency or employee thereof has authority to make any amendments to the Contract. Any modifications or amendments to the Contract made without the express written approval of the Chief Procurement Officer is void and unenforceable.

Contractor is hereby notified that, except for amendments which are made in accordance with this GC-10 Modifications and Amendments, no Using Agency or employee thereof has authority to make any modification or amendment to the Contract.

GC-11 DEFAULT

Contractor shall be in default hereunder in the event of a material breach by Contractor of any term or condition of this Contract where Contractor has failed to cure such breach within ten (10) days after written notice of breach is given to Contractor by the County, setting forth the nature of such breach.

A material breach of the contract by the Contractor includes but is not limited to the following:

1. Failure to begin performance under the Contract within the specified time;
2. Failure to perform under the Contract with sufficient personnel, equipment, or materials to ensure completion of said performance within the specified time or failure to assign qualified personnel to ensure completion within the specified time;
3. Performance of the Contract in an unsatisfactory manner;
4. Refusal to perform services deemed to be defective or unsuitable;
5. Discontinuance of performance of Contractor's obligations under the Contract or the impairment or the reasonable progress of performance;
6. Becoming insolvent, being declared bankrupt or committing any act of bankruptcy or insolvency;
7. Any assignment of the Contract for the benefit of creditors;

GENERAL CONDITIONS

GC-11 DEFAULT (con't.)

8. Any cause whatsoever which impairs performance in an acceptable manner; or
9. Any other material breach of any term or condition of the Contract.

County shall be in default hereunder if any material breach of the Contract by the County occurs which is not cured by the County within forty-five (45) days after written notice of breach has been given by Contractor to the County, setting forth the nature of such breach.

GC-12 COUNTY'S REMEDIES

If the Contractor fails to remedy a material breach during the ten (10) day cure period pursuant to General Condition GC-11, Default, the County shall have the right to terminate the Contract provided, however, that the County shall give Contractor prior written notice of its intent to terminate. Following notice of breach to Contractor, the County reserves the right to withhold payments owed to Contractor until such time as Contractor has cured the breach which is the subject matter of the notice. In addition, the County shall have the right to pursue all remedies in law or equity.

GC-13 CONTRACTOR'S REMEDIES

If the County has been notified of breach and fails to remedy the breach during the forty-five (45) day cure period pursuant to General Condition GC-11, Default, the Contractor shall have the right to terminate this Contract providing, however, that Contractor shall give the County thirty (30) days prior written notice of termination.

Contractor shall have the right to pursue all remedies available in law or equity. In all cases the Contractor's damages shall be those provable damages not to exceed the value of the Contract as awarded by the Cook County Board of Commissioners or the Chief Procurement Officer.

GC-14 DELAYS

Contractor agrees that no charges or claims for damages shall be made by Contractor for any delays or hindrances from any cause whatsoever related to the performance of the Contract.

GC-15 INSURANCE REQUIREMENTS

Waiver of Subrogation

All insurance policies shall contain a Waiver of Subrogation Endorsement in favor of Cook County.

Insurance Requirements of the Contractor

No later than the effective date of this Contract, the Contractor, at its cost, shall secure and maintain at all times, unless specified otherwise, until completion of the term of this Contract the insurance specified below.

Nothing contained in these insurance requirements is to be construed as limiting the extent of the Contractor's responsibility for payment of damages resulting from its performance of this Contract. The insurance purchased and maintained by the Contractor shall be primary and not excess or pro rata to any other insurance issued to the County.

Contractor shall require all subcontractors to provide the insurance required in this Contract, or Contractor may provide the coverages for the subcontractors. All subcontractors are subject to the same insurance requirements as Contractor except paragraph (d) Excess Liability or unless specified otherwise. The Cook County Department of Risk Management maintains the right to modify, delete, alter or change these requirements.

GENERAL CONDITIONSGC-15 INSURANCE REQUIREMENTS (con't)**1. Coverages****(a) Workers Compensation Insurance**

Workers' Compensation shall be in accordance with the laws of the State of Illinois or any other applicable jurisdiction.

The Workers Compensation policy shall also include the following provisions:

Employers' Liability coverage with a limit of

\$500,000 each Accident

\$500,000 each Employee

\$500,000 Policy Limit for Disease

(b) Commercial General Liability Insurance

The Commercial General Liability shall be on an occurrence form basis to cover bodily injury and property damage including loss of use.

The General Liability limits shall not be less than \$1,000,000 per occurrence and \$2,000,000 aggregate combined single limit for bodily injury and property damage. The General Liability policy shall include, without limitation the following coverages:

- (1) All premises and operations;
- (2) Contractual Liability;
- (3) Products/Completed Operations;
- (4) Severability of interest/separation of insureds clause.

(c) Automobile Liability Insurance

When any vehicles are used in the performance of the Contract, Contractor shall secure Automobile Liability Insurance to cover all owned, non-owned and hired automobiles, trucks and trailers. The limits of liability shall not be less than the following:

- (1) Liability - All Autos: Bodily Injury & Property Damage - \$1,000,000 per Occurrence
- (2) Uninsured/Motorists: Per Illinois Requirements

(d) Umbrella/Excess Liability Insurance

In addition to the coverages and limits specified above, Contractor shall secure and maintain a limit of liability no less than \$1,000,000 each occurrence for all liability.

2. Additional requirements**(a) Additional Insured**

Cook County, its officials, employees and agents shall be named as additional insureds under the Commercial General Liability policy and Automobile Liability policy. Contractor's insurance shall be primary and non-contributory with any insurance maintained by Cook County. Any insurance or self-insurance maintained by Cook County shall be excess of the Contractor's insurance and shall

GENERAL CONDITIONSGC-15 INSURANCE REQUIREMENTS (con't.)

not contribute with it. The full policy limits and scope of protection shall apply to Cook County as an additional insured even if they exceed the minimum insurance limits specified above.

(b) Qualification of Insurers

All insurance companies providing coverage shall be licensed or approved by the Department of Insurance, State of Illinois, and shall have a financial rating no lower than (A-) VII as listed in A.M. Best's Key Rating Guide, current edition or interim report. Companies with ratings lower than (A-) VII will be acceptable only upon written consent of the Cook County Department of Risk Management.

(c) Insurance Notices

All policies of insurance which may be required under terms of this Contract shall be endorsed to provide that the insurance company shall notify the Cook County Office of the Chief Procurement Officer, 118 North Clark Street, Room 1018, Chicago, Illinois 60602 at least 30 days prior to the effective date of any cancellation or modification of such policies. Prior to the date on which Contractor commences performance of its part of the work, Contractor shall furnish to the County certificates of insurance maintained by Contractor.

In no event shall any failure of the County to receive Certificates of Insurance required hereof or to demand receipt of such Certificates of Insurance be construed as a waiver of Contractor's obligations to obtain insurance pursuant to these insurance requirements.

GC-16 PATENTS, COPYRIGHTS AND LICENSES

Contractor agrees to hold harmless and indemnify the County, its officials, agents, employees and affiliates from and defend, as permitted by Illinois law, at its own expense (including reasonable attorneys', accountants' and consultants' fees), any suit or proceeding brought against County based upon a claim that the ownership and/or use of equipment, hardware and software or any part thereof utilized in performing Contractor's services constitutes an infringement of any patent, copyright or license or any other intellectual property right.

In the event the use of any equipment, hardware or software or any part thereof is enjoined, Contractor with all reasonable speed and due diligence shall provide or otherwise secure for County, at the Contractor's election, one of the following: the right to continue use of the equipment, hardware or software; an equivalent system having the Specifications as provided in this Contract; or to modify the system or its component parts so that it becomes non-infringing while performing in a substantially similar manner to the original system, meeting the Specifications of this Contract.

GC-17 COMPLIANCE WITH LAWS

The Contractor shall observe and comply with the laws, ordinances, regulations and codes of the Federal, State, County and other local government agencies which may in any manner affect the performance of the Contract, including but not limited to those County Ordinances set forth in the Certifications, Affidavits or EDS attached hereto and incorporated herein. Assurance of compliance with this requirement by the Contractor's employees, agents or subcontractors shall be the responsibility of the Contractor.

The Contractor shall secure and pay for all federal, state and local licenses, permits and fees required in order to perform this Contract.

GENERAL CONDITIONSGC-18 DELIVERY

All Contract goods, equipment or supplies shipped to the County shall be shipped F.O.B., DESTINATION, FREIGHT PREPAID. Arrangements shall be made in advance by the Contractor in order that the County may arrange for receipt of the materials.

Truck deliveries will be accepted before 3:00 P.M. on weekdays only. No deliveries will be accepted on Saturdays, Sundays or County Holidays. The County is not responsible for delivery delays due to waiting times for loading and unloading at delivery locations.

The quantity of Contract goods, equipment or supplies based on weight that are delivered by truck will be ascertained from a weight certificate issued by a duly licensed Public Weight-Master. In the case of delivery by rail, weight will be ascertained from bill of lading from originating line, but the County reserves the right to re-weigh at the nearest available railroad scale.

The County reserves the right to add new delivery locations or delete previously listed delivery locations as required during the Contract period. The only restriction regarding the County's right to add new delivery locations shall be that any new or additional location shall be within the geographical boundaries of the County of Cook.

GC-19 MINORITY AND WOMEN BUSINESS ENTERPRISES
COOK COUNTY ORDINANCE CHAPTER 34, DIVISION 8 SECTION 34-260 to SECTION 34-300

I. POLICY AND GOALS

- A. It is the policy of the County of Cook to prevent discrimination in the award of or participation in County Contracts and to eliminate arbitrary barriers for participation in such Contracts by local businesses certified as a Minority Business Enterprise (MBE) and Women-owned Business Enterprise (WBE) as both prime and sub-contractors. In furtherance of this policy, the Cook County Board of Commissioners has adopted a Minority- and Women-owned Business Enterprise Ordinance (the "Ordinance") which establishes annual goals for MBE and WBE participation as outlined below:

Contract Type	Goals	
	MBE	WBE
Goods and Services	25%	10%
Construction	24%	10%
Professional Services	35% Overall	

GC-19 MINORITY AND WOMEN BUSINESS ENTERPRISES
COOK COUNTY ORDINANCE CHAPTER 34, DIVISION 8 SECTION 34-260 to SECTION 34-300 (con't.)

- B. The County shall set contract-specific goals, based on the availability of MBEs and WBEs that are certified to provide commodities or services specified in this solicitation document. The MBE/WBE participation goals for each Contract are stated in the Special Conditions. A Bid, Quotation, or Proposal shall be rejected if the County determines that it fails to comply with this General Condition in any way, including but not limited to: (i) failing to state an enforceable commitment to achieve for this contract the identified MBE/WBE Contract goals; or (ii) failing to include a Petition for Reduction/Waiver, which states that the goals for MBE/WBE participation are not attainable despite the Bidder or Proposer Good Faith Efforts, and explains why. If a Bid, Quotation, or Proposal is rejected, then a new Bid, Quotation, or Proposal may be solicited if the public interest is served thereby.
- C. To the extent that a Bid, Quotation, or Proposal includes a Petition for Reduction/Waiver that is approved by the Office of Contract Compliance, the Contract specific MBE and WBE participation goals may be achieved by the proposed Bidder or Proposer's status as an MBE or WBE; by the Bidder or Proposer's enforceable joint-venture agreement with one or more MBEs and/or WBEs; by the Bidder or Proposer entering into one

GENERAL CONDITIONS

or more enforceable subcontracting agreements with one or more MBE and WBE; by the Bidder or Proposer establishing and carrying out an enforceable mentor/protégé agreement with one or more MBE and WBE; by the Bidder or Proposer actively engaging the Indirect Participation of one or more MBE and WBE in other aspects of its business; or by any combination of the foregoing, so long as the Utilization Plan evidences a commitment to meet the MBE and WBE Contract goals set forth in (B) above, as approved by the Office of Contract Compliance.

- D. A single Person, as defined in the Procurement Code, may not be utilized as both an MBE and a WBE on the same Contract, whether as a contractor, subcontractor or supplier.
- E. Unless specifically waived in the Bid or Proposal Documents, this General Condition, GC-19; the Ordinance; and the policies and procedures promulgated thereunder shall govern. If there is a conflict between this GC-19 and the Ordinance or the policies and procedures, the Ordinance shall control.
- F. A Contractor's failure to carry out its commitment regarding MBE and WBE participation in the course of the Contract's performance may constitute a material breach of the Contract. If such breach is not appropriately cured, it may result in withholding of payments under the Contract, contractual penalties, disqualification and any other remedy provided for in Division 4 of the Procurement Code at law or in equity.

II. REQUIRED BID OR PROPOSAL SUBMITTALS

A Bidder or Proposer shall document its commitment to meeting the Contract specific MBE and WBE participation goals by submitting a Utilization Plan with the Bid or Proposal. The Utilization Plan shall include (1) one or more Letter(s) of Intent from the relevant MBE and WBE firms; and (2) current Letters of Certification as an MBE or WBE. Alternatively, the Bidder or Proposer shall submit (1) a written Petition for Reduction/Waiver with the Bid, Quotation or Proposal, which documents its preceding Good Faith Efforts and an explanation of its inability to meet the goals for MBE and WBE participation. The Utilization Plan shall be submitted at the time that the bid or proposal is due. **Failure to include a Utilization Plan will render the submission not Responsive and shall be cause for the CPO to reject the Bid or Proposal.**

GC-19 MINORITY AND WOMEN BUSINESS ENTERPRISES
COOK COUNTY ORDINANCE CHAPTER 34, DIVISION 8 SECTION 34-260 to SECTION 34-300

A. MBE/WBE Utilization Plan

Each Bid or Proposal shall include a complete Utilization Plan, as set forth on Form 1 of the M/WBE Compliance Forms. The Utilization Plan shall include the name(s), mailing address, email address, and telephone number of the principal contact person of the relevant MBE and WBE firms. If the Bidder or Proposer submits a Bid or Proposal, and any of their subcontractors, suppliers or consultants, are certified MBE or WBE firms, they shall be identified as an MBE or WBE within the Utilization Plan.

1. Letter(s) of Intent

Except as set forth below, a Bid or Proposal shall include, as part of the Utilization Plan, one or more Letter(s) of Intent, as set forth on Form 2 of the M/WBE Compliance Forms, executed by each MBE and WBE and the Bidder or Proposer. The Letter(s) of Intent will be used to confirm that each MBE and WBE shall perform work as a subcontractor, supplier, joint venture, or consultant on the Contract. Each Letter of Intent shall indicate whether and the degree to which the MBE or WBE will provide goods or services directly or indirectly during the term of the Contract. The box for direct participation shall be marked if the proposed MBE or WBE will provide goods or services directly related to the scope of the Contract. The box for Indirect participation shall be marked if the proposed MBE or WBE will not be directly involved in the Contract but will be utilized by the Bidder or Proposer for other services not related to the Contract. Indirect Participation shall not be counted toward the participation goal. Each Letter of Intent shall accurately detail the work to be

GENERAL CONDITIONS

performed by the relevant MBE or WBE firm, the agreed dollar amount, the percentage of work, and the terms of payment.

Failure to include Letter(s) of Intent will render the submission not Responsive and shall be cause for the CPO to reject the Bid or Proposal.

All Bids and Proposals must conform to the commitments made in the corresponding Letter(s) of Intent, as may be amended through change orders.

The Contract Compliance Director may at any time request supplemental information regarding Letter(s) of Intent, and such information shall be furnished if the corresponding Bid or Proposal is to be deemed responsive.

2. Letter(s) of Certification

Only current Letter(s) of Certification from one of the following entities may be accepted as proof of certification for MBE/WBE status, provided that Cook County's requirements for certification are met:

- County of Cook
- City of Chicago

Persons that are currently certified by the City of Chicago in any area other than Construction/Public Works shall also complete and submit a MBE/WBE Reciprocal Certification Affidavit along with a current letter of certification from the City of Chicago. This Affidavit form can be downloaded from www.cookcountylil.gov/contractcompliance.

The Contract Compliance Director may reject the certification of any MBE or WBE on the ground that it does not meet the requirements of the Ordinance, or the policies and rules promulgated thereunder.

3. Joint Venture Affidavit

In the event a Bid or Proposal achieves MBE and/or WBE participation through a Joint Venture, the Bid or Proposal shall include the required Joint Venture Affidavit, which can be downloaded from www.cookcountylil.gov/contractcompliance. The Joint Venture Affidavit shall be submitted with the Bid or Proposal, along with current Letter(s) of Certification.

B. Petition for Reduction/Waiver

In the event a Bid or Proposal does not meet the Contract specific goals for MBE and WBE participation, the Bid or Proposal shall include a Petition for Reduction/Waiver, as set forth on Form 3. The Petition for Reduction/Waiver shall be supported by sufficient evidence and documentation to demonstrate the Bidder or Proposer's Good Faith Efforts in attempting to achieve the applicable MBE and WBE goals, and its inability to do so despite its Good Faith Efforts.

Failure to include Petition for Reduction/Waiver will render the submission not Responsive and shall be cause for the CPO to reject the Bid or Proposal.

GENERAL CONDITIONS

GC-19 MINORITY AND WOMEN BUSINESS ENTERPRISES

COOK COUNTY ORDINANCE CHAPTER 34, DIVISION 8 SECTION 34-260 to SECTION 34-300 (con't.)

III. REDUCTION/WAIVER OF MBE/WBE GOALS

A. Granting or Denying a Reduction/Waiver Request.

1. The adequacy of the Good Faith Efforts to utilize MBE and WBE firms in a Bid or Proposal will be evaluated by the CCD under such conditions as are set forth in the Ordinance, the policies and rules promulgated thereunder, and in the "Petition for Reduction/Waiver of MBE/WBE Participation Goals" – Form 3 of the M/WBE Compliance Forms.
2. With respect to a Petition for Reduction/Waiver, the sufficiency or insufficiency of a Bidder or Proposer's Good Faith Efforts shall be evaluated by the CCD as of the date upon which the corresponding Bid or Proposal was due.
3. The Contract Compliance Director or his or her duly authorized Waiver Committee may grant or deny the Petition for Reduction/Waiver based upon factors including but not limited to: (a) whether sufficient qualified MBE and WBE firms are unavailable despite good faith efforts on the part of the Bidder or Proposer; (b) the degree to which specifications and the reasonable and necessary requirements for performing the Contract make it impossible or economically infeasible to divide the Contract into sufficiently small tasks or quantities so as to enable the Bidder or Proposer to utilize MBE and WBE firms in accordance with the applicable goals; (c) the degree to which the prices or prices required by any potential MBE or WBE are more than 10% above competitive levels; and (d) such other factors as are determined relevant by the Contract Compliance Director or the duly authorized Waiver Committee.
4. If the Contract Compliance Director or the duly authorized Waiver Committee determines that the Bidder or Proposer has not demonstrated sufficient Good Faith Efforts to meet the applicable MBE and WBE goals, the Contract Compliance Director or the duly authorized Waiver Committee may deny a Petition for Reduction/Waiver, declare the Bid or Proposal non-responsive, and recommend rejection of the Bid, Quotation, or Proposal.

IV. CHANGES IN CONTRACTOR'S UTILIZATION PLAN

- A. A Contractor, during its performance of the Contract, may not change the original MBE or WBE commitments specified in the relevant Utilization Plan, including but not limited to, terminating a MBE or WBE Contract, reducing the scope of the work to be performed by a MBE/WBE, or decreasing the price to a MBE/WBE, except as otherwise provided by the Ordinance and according to the policies and procedures promulgated thereunder.
- B. Where a Person listed under the Contract was previously considered to be a MBE or WBE but is later found not to be, or work is found not to be creditable toward the MBE or WBE goals as stated in the Utilization Plan, the Contractor shall seek to discharge the disqualified enterprise, upon proper written notification to the Contract Compliance Director, and make every effort to identify and engage a qualified MBE or WBE as its replacement. Failure to obtain an MBE or WBE replacement within 30 business days of the Contract Compliance Director's written approval of the removal of a purported MBE or WBE may result in the termination of the Contract or the imposition of such remedy authorized by the Ordinance, unless a written Petition for Reduction/Waiver is granted allowing the Contractor to award the work to a Person that is not certified as an MBE or WBE.

GENERAL CONDITIONS

GC-19 MINORITY AND WOMEN BUSINESS ENTERPRISES

COOK COUNTY ORDINANCE CHAPTER 34, DIVISION 8 SECTION 34-260 to SECTION 34-300 (con't.)

V. NON-COMPLIANCE

If the CCD determines that the Contractor has failed to comply with its contractual commitments or any portion of the Ordinance, the policies and procedures promulgated thereunder, or this GC-19, the Contract Compliance Director shall notify the Contractor of such determination and may take any and all appropriate actions as set forth in the Ordinance or the policies and procedures promulgated thereunder which includes but is not limited to disqualification, penalties, withholding of payments or other remedies in law or equity.

VI. REPORTING/RECORD-KEEPING REQUIREMENTS

The Contractor shall comply with the reporting and record-keeping requirements in the manner and time established by the Ordinance, the policies and procedure promulgated thereunder, and the Contract Compliance Director. Failure to comply with such reporting and record-keeping requirements may result in a declaration of Contract default. Upon award of a Contract, a Contractor shall acquire and utilize all Cook County reporting and record-keeping forms and methods which are made available by the Office of Contract Compliance. MBE and WBE firms shall be required to verify payments made by and received from the prime contractor.

VII. EQUAL EMPLOYMENT OPPORTUNITY

Compliance with MBE and WBE requirements will not diminish or supplant other legal Equal Employment Opportunity and Civil Rights requirements that relate to contractor and subcontractor obligations.

Any questions regarding this section should be directed to:

Contract Compliance Director
Cook County
118 North Clark Street, Room 1020
Chicago, Illinois 60602
(312) 603-5502

GC-20 MATERIAL DATA SAFETY SHEET

Where required under the Illinois "Toxic Substance Disclosure to Employees Act", Illinois Compiled Statutes, 820 ILCS 255/1, Contractor shall submit with each delivery of Contract goods, equipment or supplies a Material Safety Data Sheet.

GC-21 CONDUCT OF THE CONTRACTOR

The Contractor agrees to inform the County on a timely basis of all of the Contractor's interests, if any, which are or which the Contractor reasonably believes may be incompatible with any interest of the County. The Contractor shall take notice of and comply with the Cook County Lobbyist Registration Ordinance, Section 2-621 et al., Cook County Code. The Contractor shall not use for personal gain or make other improper use of privileged information which is acquired in connection with the Contract.

GC-22 ACCIDENT REPORTS

The Chief Procurement Officer and Director shall be given written notification within twenty-four (24) hours of any occurrence, on the site or otherwise, which pertains in any way to the performance of this Contract and involves the Contractor's personnel, or those of any of his subcontractors or others whether said occurrence be in the nature of bodily injury to employees or third parties or property damage.

GENERAL CONDITIONS

The report shall include the name of person(s) injured, name of his employer, date, time and location of occurrence, extent of injury and/or damage, name(s) of eyewitnesses, and who treated the person(s) for injuries sustained, and such other information as may be relevant. The Contractor shall notify the local police of any occurrence requiring an official police record. The accident report should indicate whether the police were notified and, if so, the number of the police report.

GC-23 USE OF PREMISES

Contractor shall confer with the Director to ascertain full knowledge of all rules and regulations of the County facilities relative to this Contract and shall comply therewith. The Contractor shall confine the operations of its employees to the limits indicated by laws, ordinances, permits and/or direction of the Director and shall not encumber the premises with materials or debris. The Contractor shall not load or permit any part of the structure to be loaded with a weight that will endanger its structural integrity.

The County reserves the right to prohibit any person from entering any County facility for any reason. All subcontractors, agents and employees of the Contractor shall be accountable to the Director while on any County property and shall abide by all security regulations imposed by the County.

GC-24 GENERAL NOTICE

All notices required pursuant to this Contract shall be in writing and addressed to the parties at their respective addresses set forth below. All such notices shall be deemed duly given if hand delivered or if deposited in the United States mail, registered or certified, return receipt requested. Notice as provided herein does not waive service of summons or process.

TO THE COUNTY:

Chief Procurement Officer
County of Cook
Room 1018 County Building
118 North Clark Street
Chicago, Illinois 60602
(Reference County Contract Number)

TO THE CONTRACTOR:

At address provided in its bid document or as otherwise indicated in writing to County.

GC-25 TERMINATION FOR CONVENIENCE

The County may terminate this Contract, or any portion, at any time by notice in writing from the County to the Contractor. Unless otherwise stated in the notice, the effective date of such termination shall be three business days after the date the notice of termination is mailed by the County. If the County elects to terminate the Contract in full, unless otherwise specified in the notice of termination, the Contractor shall immediately cease performance and shall promptly tender to the County all work products, reviews, recommendations, reports, documents and analyses, whether completed or in process. If the County elects to terminate the Contract in part, unless otherwise specified in the notice of partial termination, the Contractor shall immediately cease performance of those portions of the Contract which are terminated and shall promptly tender to the County all work products, reviews, recommendations, reports, documents and analyses relating to said portions of the Contract, whether completed or in process. Contractor shall refrain from incurring any further costs with respect to portions of the Contract which are terminated except as specifically approved by the Chief Procurement Officer. The Contractor shall not invoice the County for any goods, equipment, supplies or services provided after the effective date of termination.

GENERAL CONDITIONS**GC-26 GUARANTEES AND WARRANTIES**

Unless otherwise stated herein, all guarantees and warranties required shall be furnished by the Contractor and shall be delivered to the Director before final payment on the Contract is issued. The Contractor agrees that the Contract goods, equipment, supplies or services to be furnished shall be covered by the most favorable commercial warranties the Contractor gives to any customer for the same or substantially similar Contract goods, equipment, supplies or services and that the rights and remedies so provided are in addition to and do not limit any rights afforded to County.

GC-27 STANDARD OF CONTRACT GOODS, EQUIPMENT OR SUPPLIES

Only new, originally manufactured Contract goods, equipment or supplies will be accepted by the County. The County will not accept any Contract goods, equipment or supplies that have been refurbished, rebuilt, restored or renovated in any manner. In addition, experimental materials will not be acceptable. Contract goods, equipment or supplies not produced by regular production methods and/or which have not been offered for sale to the public through accepted industry trade channels for a reasonable period of time prior to the offering of the proposal, will be considered experimental.

GC-28 CONFIDENTIALITY AND OWNERSHIP OF DOCUMENTS

Contractor acknowledges and agrees that information regarding this Contract is confidential and shall not be disclosed, directly, indirectly or by implication, or be used by Contractor in any way, whether during the term of this Contract or at any time thereafter, except solely as required in the course of Contractor's performance of the Contract. Contractor shall comply with the applicable privacy laws and regulations affecting the County and will not disclose any of County's records, materials, or other data to any third party. Contractor shall not have the right to compile and distribute statistical analyses and reports utilizing data derived from information or data obtained from County without the prior written approval of County. In the event such approval is given, any such reports published and distributed by Contractor shall be furnished to County without charge.

All documents, data, studies, reports, work product or product created as a result of the performance of this Contract shall be the property of the County of Cook. It shall be a breach of this Contract for the Contractor to reproduce or use, any documents, data, studies, report, work product or product obtained from the County of Cook or created hereby for its own purposes or to be copied and used by any third party. During the performance of the services herein provided for, the Contractor shall be responsible of any loss or damage to the County's documents while they are in the Contractor's possession, and any such document lost or damaged shall be restored at the expense of the Contractor.

GC-29 QUANTITIES

The quantities of materials required for the performance of the Contract are estimates for the purpose of determining an approximate total Contract amount and may not be the actual quantities required during the term of the Contract. The County reserves the right to increase or decrease the quantities at the Contract price, to correspond to the actual needs of the County. The County will be obligated to order and pay for only such quantities as are from time to time ordered, delivered, and accepted on purchase orders issued by the Chief Procurement Officer.

GC-30 AUDIT: EXAMINATION OF RECORDS

The Contractor agrees that the Cook County Auditor or any of its duly authorized representatives shall, until expiration of three (3) years after the final payment under the Contract, have access and the right to examine any books, documents, papers, canceled checks, bank statements, purveyor's and other invoices, and records of the Contractor related to the Contract, or to Contractor's compliance with any term, condition or provision thereof. The Contractor shall be responsible for establishing and maintaining records sufficient to document the costs associated with performance under the terms of this Contract.

The Contractor further agrees that it shall include in all of its subcontracts hereunder a provision to the effect that the subcontractor agrees that the Cook County Auditor or any of its duly authorized representatives shall, until expiration of three (3) years after final payment under the subcontract, have access and the right to examine any books, documents,

GENERAL CONDITIONS

papers, canceled checks, bank statements, purveyor's and other invoices and records of such subcontractor involving transactions relating to the subcontract, or to such subcontractor's compliance with any term, condition or provision thereunder or under the Contract.

In the event the Contractor receives payment under the Contract, reimbursement for which is later disallowed by the County, the Contractor shall promptly refund the disallowed amount to the County on request, or at the County's option, the County may credit the amount disallowed from the next payment due or to become due to the Contractor under any contract with the County.

GC-31 GOVERNING LAW

This Contract shall be governed by and construed under the laws of the State of Illinois. The Contractor irrevocably agrees that, subject to the County's sole and absolute election, any action or proceeding in any way, manner or respect arising out of the Contract, or arising from any dispute or controversy in connection with or related to the Contract, shall be litigated only in courts within the Circuit Court of Cook County, State of Illinois, and the Contractor consents and submits to the jurisdiction thereof. In accordance with these provisions, Contractor waives any right it may have to transfer or change the venue of any litigation brought against it by the County pursuant to this Contract.

GC-32 COOPERATION WITH INSPECTOR GENERAL

Contractors, subcontractors, licensees, grantees or persons or businesses who have a County contract, grant, license, or certification of eligibility for County contracts shall abide by all of the applicable provisions of the Office of the Independent Inspector General Ordinance (Section 2-281 et. seq. of the Cook County Code of Ordinances). Failure to cooperate as required may result in monetary and/or other penalties.

GC-33 WAIVER

No term or provision of this Contract shall be deemed waived and no breach consented to unless such waiver or consent shall be in writing and signed by the party claimed to have waived or consented. The waiver of any such provision shall be strictly limited to the identified term or provision.

GC-34 ENTIRE CONTRACT

It is expressly agreed that the provisions set forth in this Contract constitute all the understandings and agreements between the parties. Any prior agreements, promises, negotiations, or representations not expressly set forth in this Contract are of no force and effect.

GC-35 FORCE MAJEURE

Neither Contractor nor County shall be liable for failing to fulfill any obligation under this Contract if such failure is caused by an event beyond such party's reasonable control and which is not caused by such party's fault or negligence. Such events shall be limited to acts of God, acts of war, fires, lightning, floods, epidemics, or riots.

GC-36 GOVERNMENTAL JOINT PURCHASING AGREEMENT

Pursuant to Section 4 of the Illinois Governmental Joint Purchasing Act (30 ILCS 525) and the Joint Purchase Agreement approved by the Cook County Board of Commissioners (April 9, 1965), other units of government may purchase goods, supplies, equipment or services under this Contract.

In the event that other agencies participate in a joint procurement, the County reserves the right to renegotiate the price to accommodate the larger volume.

GENERAL CONDITIONSGC-37 COMPARABLE GOVERNMENT PROCUREMENT

As permitted by the County of Cook, other government entities, if authorized by law, may wish to also purchase the goods, supplies, services or equipment under the same terms and conditions contained in this Contract (i.e., comparable government procurement). Each entity wishing to reference this Contract must have prior authorization from the County of Cook and the Contractor. If such participation is authorized, all purchase orders will be issued directly from and shipped directly to the entity requiring the goods, supplies, equipment or services. The County shall not be held responsible for any orders placed, deliveries made or payment for the goods, supplies, equipment or services ordered by these entities. Each entity reserves the right to determine the amount of goods, supplies, equipment or services it wishes to purchase under this Contract.

GC-38 FEDERAL CLAUSES

The following provisions apply to all Contracts which are funded in whole or in part with federal funds.

1. Interest of Members of or Delegates to the United States Congress

In accordance with 41 U.S.C. § 22, the Contractor agrees that it will not admit any member of or delegate to the United States Congress to any share or part of the Contract or any benefit derived therefrom.

2. False or Fraudulent Statements and Claims

(a) The Contractor recognizes that the requirements of the Program Fraud Civil Remedies Act of 1986, as amended, 49 U.S.C. §§ 3081 et seq and U.S. DOT regulations, "Program Fraud Civil Remedies," 49 C.F.R. Part 31, apply to its actions pertaining to the Contract. Accordingly, by signing the Contract, the Contractor certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, or it may make pertaining to the Contract, including without limitation any invoice for its services. In addition to other penalties that may be applicable, the Contractor also acknowledges that if it makes a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986, as amended, on the Contractor to the extent the Federal Government deems appropriate.

(b) The Contractor also acknowledges that if it makes a false, fictitious, or fraudulent claim, statement, submission, or certification to the County or Federal Government in connection with an urbanized area formula project financed with Federal assistance authorized by 49 U.S.C. § 5307, the Government reserves the right to impose on the Contractor the penalties of 18 U.S.C. § 1001 and 49 U.S.C. § 5307(n)(1), to the extent the Federal Government deems appropriate.

3. Federal Interest in Patents

(a) General. If any invention, improvement, or discovery of the Contractor is conceived or first actually reduced to practice in the course of or under the Contract, and that invention, improvement, or discovery is patentable under the laws of the United States of America or any foreign country, the Contractor agrees to notify County immediately and provide a detailed report.

(b) Federal Rights. Unless the Federal Government later makes a contrary determination in writing, the rights and responsibilities of the County, Contractor, and the Federal Government pertaining to that invention, improvement, or discovery will be determined in accordance with applicable Federal laws and regulations, including any waiver thereof. Unless the Federal Government later makes a contrary determination in writing, the Contractor agrees that, irrespective of its status or the status of any subcontractor at any tier (e.g., a large business, small business, non-profit organization, institution of higher education, individual), the Contractor agrees it will transmit to the Federal Government those rights due the Federal Government in any invention resulting from the contract.

GENERAL CONDITIONSGC-38 FEDERAL CLAUSES (con't.)4. Federal Interest in Data and Copyrights

- (a) **Definition.** The term "subject data" used in this section means recorded information, whether or not copyrighted, that is delivered or specified to be delivered under the Contract. Examples include, but are not limited, to: computer software, engineering drawings and associated lists, specifications, standards, process sheets, manuals, technical reports, catalog item identifications, and related information. The term "subject data" does not include financial reports, cost analyses, and similar information incidental to Contract administration.
- (b) **Federal Restrictions.** The following restrictions apply to all subject data first produced in the performance of the Contract. Except as provided in the Contract and except for its own internal use, the Contractor may not publish or publicly reproduce subject data in whole or in part, or in any manner or form, nor may the Contractor authorize others to do so, without the written consent of the County and the Federal Government, until such time as the Federal Government may have either released or approved the release of such data to the public.
- (c) **Federal Rights in Data and Copyrights.** In accordance with subparts 34 and 36 of the Common Rule, the County and the Federal Government reserve a royalty-free, non-exclusive and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, for County or Federal Government purposes, the types of subject data described below. Without the copyright owner's consent, the County and Federal Government may not extend their license to other parties.
 - (1) Any subject data developed under the contract or subagreement financed by a federal Grant Agreement or Cooperative Agreement, whether or not a copyright has been obtained; and
 - (2) Any rights of copyright which the Contractor purchases ownership with Federal assistance.
- (d) **Special Federal Rights for Planning Research and Development Projects.** When the Federal Government provides financial assistance for a planning, research, development, or demonstration project, its general intention is to increase public knowledge, rather than limit the benefits of the project to participants in the project. Therefore, unless the Federal Government determines otherwise, the Contractor on a planning, research, development, or demonstration project agrees that, in addition to the rights in data and copyrights set forth above, the County or Federal Government may make available to any third party either a license in the copyright to the subject data or a copy of the subject data. If the project is not completed for any reason whatsoever, all data developed under the project will become subject data and will be delivered as the County or Federal Government may direct. This subsection, however, does not apply to adaptations of automatic data processing equipment or previously existing software programs for the County's use whose costs are financed with Federal transportation funds for capital projects.
- (e) **Hold Harmless.** Unless prohibited by state law, upon request by the County or the Federal Government, the Contractor agrees to indemnify, save, and hold harmless the County and the Federal Government and their officers, agents, and employees acting within the scope of their official duties against any liability, including costs and expenses, resulting from any willful or intentional violation by the Contractor of proprietary rights, copyrights, or right of privacy, arising out of the publication, translation, reproduction, delivery, use, or disposition of any data furnished under the Contract. The Contractor will not be required to indemnify the County or Federal Government for any such liability arising out of the wrongful acts of employees or agents of the County or Federal Government.

GENERAL CONDITIONSGC-38 FEDERAL CLAUSES (con't.)

- (f) Restrictions on Access to Patent Rights. Nothing contained in this section on rights in data will imply a license to the County or Federal Government under any patent or be construed as affecting the scope of any license or other right otherwise granted to the County or Federal Government under any patent.
- (g) Application on Materials Incorporated into Project. The requirements of Subsections 2, 3, and 4 of this Section do not apply to material furnished by the County and incorporated into the work.

5. Records and Audits

Contractor will deliver or cause to be delivered all documents (including but not limited to all Deliverables and supporting data, records, graphs, charts and notes) prepared by or for the County under the terms of this Agreement to the County promptly in accordance with the time limits prescribed in this Contract, and if no time limit is specified, then upon reasonable demand therefor or upon termination or completion of the Services hereunder. In the event of the failure by the Contractor to make such delivery, then and in that event, the Contractor will pay to County reasonable damages the County may sustain by reason thereof.

The County and the Federal Government will have the right to audit all payments made to the Contractor under this Agreement. Any payments to the Contractor which exceed the amount to which the Contractor is entitled under the terms of this Agreement will be subject to set-off.

The Contractor will keep and retain records relating to this Agreement and will make such records available to representatives of the County and the Federal Government, including without limitation the sponsoring federal agency, other participating agencies, and the Comptroller General of the United States, at reasonable times during the performance of this Agreement and for at least five years after termination of this Agreement for purposes of audit, inspection, copying, transcribing and abstracting.

No provision in this Agreement granting the County or the Federal Government a right of access to records is intended to impair, limit or affect any right of access to such records which the County or the Federal Government would have had in the absence of such provisions.

6. Environmental Requirements

The Contractor recognizes that many Federal and state laws imposing environmental and resource conservation requirements may apply to the Contract. Some, but not all, of the major Federal Laws that may affect the Contract include: the National Environmental Policy Act of 1969, as amended, 42 U.S.C. §§ 4321 et seq.; the Clean Air Act, as amended, 42 U.S.C. §§ 7401 et seq. and scattered sections of 29 U.S.C.; the Clean Water Act, as amended, scattered sections of 33 U.S.C. and 12 U.S.C.; the Resource Conservation and Recovery Act, as amended, 42 U.S.C. §§ 6901 et seq.; and the Comprehensive Environmental Response, Compensation, and Liability Act, as amended, 42 U.S.C. §§ 9601 et seq. The Contractor also recognizes that U.S. EPA, U.S. DOT and other agencies of the Federal Government have issued and are expected in the future to issue regulations, guidelines, standards, orders, directives, or other requirements that may affect the Contract. Thus, the Contractor agrees to adhere to, and impose on its subcontractors, any such Federal requirements as the Federal Government may now or in the future promulgate. Listed below are requirements of particular concern.

The Contractor acknowledges that this list does not constitute the Contractor's entire obligation to meet all Federal environmental and resource conservation requirements. The Contractor will include these provisions in all subcontracts.

GENERAL CONDITIONSGC-38 FEDERAL CLAUSES (con't.)

- (a) **Environmental Protection.** The Contractor agrees to comply with the applicable requirements of the National Environmental Policy Act of 1969, as amended, 42 U.S.C. §§ 4321 et seq. in accordance with Executive Order No. 12898, "Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations," 59 Fed. Reg. 7629, Feb. 16, 1994; U.S. DOT statutory requirements on environmental matters at 49 U.S.C. § 5324(b); Council on Environmental Quality regulations on compliance with the National Environmental Policy Act of 1969, as amended, 40 C.F.R. Part 1500 et seq.; and U.S. DOT regulations, "Environmental Impact and Related Procedures," 23 C.F.R. Part 771 and 49 C.F.R. Part 622.
- (b) **Air Quality.** The Contractor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. §§ 7401 et seq. Specifically, the Contractor agrees to comply with applicable requirements of U.S. EPA regulations, "Conformity to State of Federal Implementation Plans of Transportation Plans, Programs, and Projects Developed, Funded or Approved Under Title 23 U.S.C. or the Federal Transit Act," 40 C.F.R. Part 51, Subpart T; and "Determining Conformity of Federal Actions to State or Federal Implementation Plans," 40 C.F.R. Part 93. The Contractor further agrees to report and require each subcontractor at any tier to report any violation of these requirements resulting from any Contract implementation activity to the County and the appropriate U.S. EPA Regional Office.
- (c) **Clean Water.** The Contractor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. §§ 1251 et seq. The Contractor further agrees to report and require each subcontractor at any tier to report any violation of these requirements resulting from any Contract implementation activity to the County and the appropriate U.S. EPA Regional Office.
- (d) **List of Violating Facilities.** The Contractor agrees that any facility to be used in the performance of the Contract or to benefit from the Contract will not be listed on the U.S. EPA List of Violating Facilities ("List"), and the Contractor will promptly notify the County if the Contractor receives any communication from the U.S. EPA that such a facility is under consideration for inclusion on the List.
- (e) **Preference for Recycled Products.** To the extent practicable and economically feasible and to the extent that it does not reduce or impair the quality of the work, the Contractor agrees to use recycled products in performance of the Contract pursuant to U.S. Environment Protection Agency (U.S. EPA) guidelines at 40 C.F.R. Parts 247-253, which implement section 6002 of the Resource Conservation and Recovery Act, as amended, 42 U.S.C. § 6962.

7. No Exclusionary or Discriminatory Specifications

Apart from inconsistent requirements imposed by Federal statute or regulations, the Contractor agrees that it will comply with the requirements of 49 U.S.C. § 5323(h)(2) by refraining from using any Federal assistance to support subcontracts procured using exclusionary or discriminatory specifications.

8. Cargo Preference - Use of United States Flag Vessels

The Contractor agrees to comply with U.S. Maritime Administration regulations, "Cargo-Preference - U.S. Flag Vessels," 49 C.F.R. Part 381, and to include the clauses required by those regulations, modified as necessary to identify the affected parties, in each subcontract or subagreement involving equipment, materials, or commodities suitable for transport by ocean vessel.

GENERAL CONDITIONSGC-38 FEDERAL CLAUSES (con't.)9. Fly America

Section 14.c of the Master Agreement states that if the contract or subcontracts may involve the international transportation of goods, equipment, or personnel by air, the contract must require Contractors and subcontractors at every tier to use U.S.-flag air carriers, to the extent service by these carriers is available. 49 U.S.C. 40118 and 4 C.F.R. Part 52.

10. No Federal Government Obligations to Third Parties

The Contractor agrees that, absent the Federal Government's express written consent, the Federal Government will not be subject to any obligations or liabilities to any contractor or any other person not a party to the Grant Agreement or Cooperative Agreement between the County and the Federal Government which is a source of funds for this Contract. Notwithstanding any concurrence provided by the Federal Government in or approval of any solicitation, agreement, or contract, the Federal Government continues to have no obligations or liabilities to any party, including the Contractor.

11. Allowable Costs

Notwithstanding any compensation provision to the contrary, the Contractor's compensation under this Contract will be limited to those amounts which are allowable and allocable to the Contract in accordance

with OMB Circular A-87 and the regulations in 49 C.F.R. Part 18. To the extent that an audit reveals that the Contractor has received payment in excess of such amounts, the County may offset such excess payments against any future payments due to the Contractor and, if no future payments are due or if future payments are less than such excess, the Contractor will promptly refund the amount of the excess payments to the County.

12. Trade Restrictions

Contractor certifies that neither it nor any Subcontractor:

- (a) is owned or controlled by one or more citizens of a foreign country included in the list of countries that discriminate against U.S. firms published by the Office of the United States Trade Representative (USTR);
- (b) has knowingly entered into any contract or subcontract with a person that is a citizen or national of a foreign country on said list, nor is owned or controlled directly or indirectly by one or more citizens or nationals of a foreign country on said list;
- (c) will procure, subcontract for, or recommend any product that is produced in a foreign country on said list.

Unless the restrictions of this clause are waived by the Secretary of Transportation in accordance with 49 CFR 30.17, no Notice-to-Proceed will be issued to an entity who is unable to certify to the above. If Contractor knowingly procures or subcontracts for the supply of any product or service of a foreign country on said list for use on the project, the USDOT may direct, through the County, cancellation of the Contract at no cost to the Government.

Further, Contractor agrees that it will incorporate this provision for certification without modification in each subcontract. Contractor may rely on the certification of a prospective Subcontractor unless it has knowledge that the certification is erroneous. Contractor will provide immediate written notice to the County if it learns that its certification or that of a Subcontractor was erroneous when submitted or has become erroneous by reason of changed circumstances. Each Subcontractor must agree to provide written notice to Contractor if at any time it learns that its certification was erroneous by reason of changed circumstances. Nothing

GENERAL CONDITIONSGC-38 FEDERAL CLAUSES (con't.)

contained in the foregoing will be construed to require establishment of a system of records in order to render, in good faith, the certification required by this provision.

The knowledge and information of the Contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

This certification concerns a matter within the jurisdiction of an agency of the United States of America and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 100.

13. Contract Work Hours and Safety Standards Act

If applicable according to their terms, the Contractor agrees to comply and assures compliance with sections 102 and 107 of the Contract Work Hours and Safety Standards Act, as amended, 40 U.S.C. §§ 327 through 333, and implementing U.S. DOL regulations, "Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction (also Labor Standards Provisions Applicable to Nonconstruction Contracts Subject to the Contract Work Hours and Safety Standards Act)," 29 C.F.R. Part 5; and U.S. DOL regulations, "Safety and Health Regulations for Construction," 29 C.F.R. Part 1926. In addition to other requirements that may apply:

- (a) In accordance with section of the Contract Work Hours and Safety Standards Act, as amended, 40 U.S.C. §§ 327 through 332, the Contractor agrees and assures that, for the Contract, the wages of every mechanic and laborer will be computed on the basis of a standard work week of 40 hours, and that each worker will be compensated for work exceeding the standard work week at a rate of not less than 1.5 times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The Contractor agrees that determinations pertaining to these requirements will be made in accordance with applicable U.S. DOL regulations, "Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction (also Labor Standards Provisions Applicable to Nonconstruction Contracts Subject to the Contract Work Hours and Safety Standards Act)," 29 C.F.R. Part 5.
- (b) In accordance with section 107 of the Contract Work Hours and Safety Standards Act, as amended, 40 U.S.C. § 333, the contractor agrees and assures that no laborer or mechanic working on a construction contract will be required to work in surroundings or under working conditions that are unsanitary, hazardous, or dangerous to his or her health and safety, as determined in accordance with U.S. DOL regulations, "Safety and Health Regulations for Construction," 29 C.F.R. Part 1926.

14. Veteran's Preference

In the employment of labor (except in executive, administrative, and supervisory positions), preference will be given to Vietnam-era veterans and disabled veterans. However, this preference may be given only where individuals are available and qualified to perform the work to which employment relates.

15. Copyright Ownership

Consultant and the County intend that, to the extent permitted by law, the Deliverables to be produced by Consultant at the County's instance and expense pursuant to this Agreement are conclusively deemed "works made for hire" within the meaning and purview of Section 101 of the United States Copyright Act, 17 U.S.C. §101 et seq. (the "Copyright Act"), and that the County will be the copyright owner of the Deliverables and of all aspects, elements and components of them in which copyright can subsist.

To the extent that any Deliverable does not qualify as a "work made for hire," Consultant irrevocably grants, conveys, bargains, sells, assigns, transfers and delivers to the County, its successors and assigns, all right, title and interest in and to the copyrights and all U.S. and foreign copyright registrations, copyright

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applications and copyright renewals for them, and other intangible, intellectual property embodied in or pertaining to the Deliverables prepared for the County under this Agreement, free and clear of any liens, claims or other encumbrances, to the fullest extent permitted by law. Consultant will execute all documents and perform all acts that the County may reasonably request in order to assist the County in perfecting its rights in and to the copyrights relating to the Deliverables, at the sole expense of the County.

Consultant warrants to County, its successors and assigns, that on the date of transfer Consultant is the lawful owner of good and marketable title in and to the copyrights for the Deliverables and has the legal rights to fully assign them. Consultant further warrants that it has not assigned any copyrights nor granted any licenses, exclusive or nonexclusive, to any other party, and that it is not a party to any other agreements or subject to any other restrictions with respect to the Deliverables. Consultant warrants and represents that the Deliverables are complete and comprehensive, and the Deliverables are a work of original authorship.

16. Accessibility Compliance

If this Agreement involves design for construction, the Consultant warrants that all design documents produced or utilized under this Agreement and all construction or alterations undertaken under this Agreement will comply with all federal, state and local laws and regulations regarding accessibility standards for persons with disabilities or environmentally limited persons including, but not limited to, the following: the Americans with Disabilities Act of 1990, 42 U.S.C. § 12101 et seq. and the Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities ("ADAAG"); the Architectural Barriers Act, Pub. L. 90-480 (1968), and the Uniform Federal Accessibility Standards ("UFAS"); and the Illinois Environmental Barriers Act, 410 ILCS 25/1 et seq., and all regulations promulgated thereunder, see Illinois Administrative Code, Title 71, Chapter 1, Section 400.110. If the above standards are inconsistent, the Consultant must comply with the standard providing the greatest accessibility. Also, the Consultant must, prior to construction,

review the plans and specifications to insure compliance with the above referenced standards. If the Consultant fails to comply with the foregoing standards, the Consultant must perform again, at no expense, all services required to be re-performed as a direct or indirect result of such failure.

17. Visual Rights Act Waiver

The Consultant/Contractor waives any and all rights that may be granted or conferred under Section 106A and Section 113 of the United States Copyright Act, (17 U.S.C. § 101 et seq.) (the "Copyright Act") in any work of visual art that may be provided pursuant to this Agreement. Also, the Consultant/Contractor represents and warrants that the Consultant/Contractor has obtained a waiver of Section 106A and Section 113 of the Copyright Act as necessary from any employees and subcontractors, if any.

18. Equal Employment Opportunity

All contracts shall contain a provision requiring compliance with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

19. Copeland "Anti-Kickback" Act (18 U.S.C. 874 and 40 U.S.C. 276c)

All contracts and subgrants in excess of \$2000 for construction or repair awarded by recipients and subrecipients shall include a provision for compliance with the Copeland "Anti-Kickback" Act (18 U.S.C. 874), as supplemented by Department of Labor regulations (29 CFR part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any

GENERAL CONDITIONSGC-38 FEDERAL CLAUSES (con't.)

part of the compensation to which he is otherwise entitled. The recipient shall report all suspected or reported violations to the Federal awarding agency.

20. Davis-Bacon Act, as amended (40 U.S.C. 276a to a-7)

When required by Federal program legislation, all construction contracts awarded by the recipients and subrecipients of more than \$2000 shall include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 276a to a-7) and as supplemented by Department of Labor regulations (29 CFR part 5, "Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction").

Under this Act, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week. The recipient shall place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation and the award of a contract shall be conditioned upon the acceptance of the wage determination. The recipient shall report all suspected or reported violations to the Federal awarding agency.

21. Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333)

Where applicable, all contracts awarded by recipients in excess of \$2000 for construction contracts and in excess of \$2500 for other contracts that involve the employment of mechanics or laborers shall include a provision for compliance with Sections 102 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), as supplemented by Department of Labor regulations (29 CFR part 5). Under Section 102 of the Act, each contractor shall be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than 1 ½ times the basic rate of pay for all hours worked in excess of 40 hours in the work week. Section 107 of the Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

22. Rights to Inventions Made Under a Contract or Agreement

Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

23. Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended

Contracts and subgrants of amounts in excess of \$100,000 shall contain a provision that requires the recipient to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.). Violations shall be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

24. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)

Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of

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Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient.

25. Debarment and Suspension (E.O.s 12549 and 12689)

No contract shall be made to parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Nonprocurement Programs in accordance with E.O.s 12549 and 12689, "Debarment and Suspension." This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O. 12549. Contractors with awards that exceed the small purchase threshold shall provide the required certification regarding its exclusion status and that of its principal employees.

GC-39 CONTRACT INTERPRETATION

Whenever the singular is used herein, the masculine, feminine and neuter gender shall be deemed to include the others. The headings of articles, paragraphs and sections in this Contract are included for convenience only and shall not be considered by either party in construing the meaning of this Contract. If any provision or clause of this Contract shall be held to be invalid, such provision or clause shall be deleted from the Contract and the Contract shall be construed to give effect to the remaining portions thereof.

This Contract shall be interpreted and construed based upon the following order of precedence of component parts. Such order of precedence shall govern to resolve all cases of conflict, ambiguity or inconsistency.

1. Addenda, if any.
2. Special Conditions
3. Specification.
4. General Conditions.
5. Instruction to Bidders.
6. Legal Advertisement.
7. Bid Proposal.

END OF SECTION

SPECIAL CONDITIONS**SC-01 SCOPE**

The Bidder shall furnish printing and manufacturing of file jackets and folders for various Cook County agencies, all in accordance with the Contract Documents, Specifications and Proposal herein.

SC-02 CONTRACT PERIOD

This is a Contract effective from August 16, 2015 through August 15, 2017, with two (2), one (1) year renewal options after award by the Board of Commissioners and after proper execution of the Contract Documents.

SC-03 AWARD OF CONTRACT

The Contract shall be awarded to the lowest responsible and responsive Bidder whose bid meets the requirements and criteria set forth in the Bid Documents. All items, unless otherwise stated, will be assumed to meet all specifications and requirements as set forth in the Bid Documents. Ambiguous bids which are uncertain as to terms, delivery, quantity, or compliance with specifications may be declared non-responsive and rejected. The County shall be sole determinant of the relevant and appropriate cost factors used in evaluating any Base, Options and/or Alternate bids. Bidders must quote all lines for consideration. It is the intent of the County to award this bid in whole and not in part. Only one award will result from this bid.

SC-04 MBE/WBE REQUIREMENTS FOR THIS CONTRACT

The Bidder shall have a subcontracting goal of not less than twenty-five (25%) percent MBE and ten (10%) percent WBE of the awarded contract price for work to be performed.

The Bidder must comply with the County's MBE/WBE participation requirements. The County has issued MBE/WBE goals this Bid. The Bidder shall submit with its Proposal, an MBE/WBE Utilization Plan indicating how it proposes to meet these goals. If the Bidder has not met the goals or made good faith efforts to meet the goals, the Bidder's response will be deemed nonresponsive and will not be considered for award.

Certified MBE/WBE Bidders may count their own participation, however, a female firm certified as M/WBE or W/MBE may be counted towards the MBE or WBE goal, but not both. (Designations cannot be changed after submission of the compliance plan.)

Unless otherwise specified in the Bid Documents, for purposes of this contract, the contract amount is the total bid amount that has been entered on the Proposal Page of the Bid Documents.

SC-05 COOK COUNTY RECYCLED PRODUCT PROCUREMENT POLICY, COOK COUNTY ORDINANCE CHAPTER 10, SECTION 12.

If the lowest offered price for recycled paper product is not more than ten percent (10%) higher than the lowest offered price for that same designated product that is recycled, the offered price for the paper product which is recycled shall be considered the low Bid, if such Bidder is otherwise responsive and responsible.

Each Bidder supplying recycled paper product shall provide acceptable certification from all product manufacturers that the products being supplied meet or surpass County minimum content standards. Minimum content standards shall be consistent with standards presently promulgated by the U.S. Environmental Protection Agency. Any recycled product purchased by the County shall bear the recycling insignia or the phrase "Recycled Paper".

SC-06 PRE-BID CONFERENCE

The County will hold a Pre-Bid Conference at the 118 N. Clark St., Room 1018, Chicago, IL, 60602. Representatives from the Procurement Department and the Clerk of the Circuit Court will comprise the panel to respond to any questions regarding the Specifications and Invitation to Bid procedures. It is not

SPECIAL CONDITIONS

mandatory that the bidders attend this Pre-Bid Conference/Site Inspection, however it is highly recommended. Prospective Proposers must respond to to Ryan Connor via e-mail at ryan.connor@cookcountyil.gov on or before Thursday, May 14, 2015 with firm's name and number of attendees. A maximum of two (2) representatives from each firm may attend the Pre-Bid Conference.

DATE: Friday, May 15, 2015

TIME: 11:00 a.m.

PLACE: 118 N. Clark St., Room 1018; Chicago, IL, 60602

SC-07 INQUIRIES

A copy of any written request for interpretation of documents shall be provided to the Office of the Chief Procurement Officer at the address set forth below.

Inquiries about the interpretation of the Specifications must be made only in writing and shall be directed to the Chief Procurement Officer. Inquiries will be answered in writing, if deemed necessary, by means of an Addendum issued by the Office of the Chief Procurement Officer. (Reference Instructions to Bidders, Section IB-05 "Exceptions", Page IB-2). **Inquiries must be received no later than 4:00 p.m. on May 18, 2015.**

During the bid process, all inquiries must be directed, in writing, only to the Office of the Cook County Chief Procurement Officer as follows:

Shannon E. Andrews
Cook County Chief Procurement Officer
c/o Ryan Connor, Contract Negotiator
118 N. Clark Street, Room 1018
Chicago, IL 60602

Contact Info for Contract Negotiator:
Ryan Connor: ryan.connor@cookcountyil.gov

SC-08 SAMPLE JACKETS AND FOLDERS

Sample jackets and folders may be viewed at Cook County building, The Office of the Purchasing Agent, 118 N. Clark St., Room 1018, Chicago, IL 60602. To set up an appointment, contact MS. Barb Flock AT 312-603-6828. Bidders outside of Cook County may request sample jackets and folders by mail. Shipping and postage to be paid for by the Vendor. These requests shall be faxed to (312) 603-3179.

SC-09 OVER/UNDER RUNS

The County will not accept over runs or under runs for printing. It is the Vendor's responsibility to print and ship as per Contract.

SPECIAL CONDITIONS

CONTRACT NO. 1535-14434

SC-10 DELIVERY LOCATIONS

All deliveries shall be made as needed to the following locations:

For Item No. 1: 3 Equal Deliveries

Cook County Department of Corrections

2323 S. Rockwell

Chicago, IL 60608

Deliver on ~~wood~~ plastic pallets.

For Item No. 2: 1 Delivery

Cook County Public Defender

~~Criminal Justice Administration
Building~~

~~Hawthorne Warehouse~~

~~4545 W. Cermak Chicago IL 60623~~

~~2650 S. California Ave. Room 07~~

~~Chicago IL 60608~~

For Item No. 3: 1 Delivery

Cook County Public Defender

~~Cook County Administrative Office~~

~~Hawthorne Warehouse~~

~~4545 W. Cermak Chicago IL 60623~~

~~39 W. Washington St. Floor 56~~

~~Chicago IL 60602~~

For Item No. 4: 1 Delivery

Cook County Public Defender

Juvenile Division

~~Hawthorne Warehouse~~

~~4545 W. Cermak Chicago IL 60623~~

~~2245 W. Ogden 7th Floor~~

~~Chicago IL 60642~~

For Item No. 5: 1 Delivery

Cook County State's Attorney's Office

Juvenile Justice Bureau

~~Hawthorne Warehouse~~

~~4545 W. Cermak Chicago IL 60623~~

~~1100 S. Hamilton 6th Floor~~

~~Chicago IL 60612~~

For Item No. 6 and 7: 4 Equal Deliveries

~~Cook County State's Attorney's Office~~

~~Juvenile Division~~

~~1100 S. Hamilton Room 600 Chicago IL 60612~~

~~Cook County Warehouse~~

~~4635 W. Warren~~

~~Chicago IL 60612~~

For Item No. 7, 8 and 9: 1 Delivery

~~Cook County State's Attorney's Office~~

~~Administration Department~~

~~4545 W. Cermak Chicago IL 60623~~

~~2650 S. California Ave.~~

~~Chicago IL 60608~~

For Item No. 10: 1 Delivery

Cook County State's Attorney's Office

~~Criminal Court~~

~~2650 S. California 11th Floor Chicago IL 60608~~

~~Truck Drivers~~

~~60 W. Washington 28th Floor~~

Chicago, IL 60602

For Item No. 11: 1 Delivery

Cook County State's Attorney's Office

~~Criminal Court~~

~~2650 S. California 11th Floor Chicago IL 60608~~

~~Truck Drivers~~

~~1100 S. Hamilton Room 600~~

Chicago, IL 60612

SPECIAL CONDITIONS

CONTRACT NO. 1535-14434

For Item No. 12: 1 Delivery

Cook County State's Attorney's Office
Traffic Division
69 W. Washington, 31st Floor, Chicago, IL 60602
Chicago, IL 60602
Chicago, IL 60602

For Item No. 12: 1 Delivery
Cook County State's Attorney's Office
Criminal Appellate
50 W. Washington, 31st Floor
Chicago, IL 60602

For Item No. 13: 2 Equal Deliveries and 40-1
Delivery

Cook County State's Attorney's Office
Public Guardian
Juvenile Division
1100 S. Hamilton, Room 600, Chicago, IL 60642
69 W. Washington, 31st Floor
Chicago, IL 60602

SPECIAL CONDITIONS

CONTRACT NO. 1535-14434

SC-10 DELIVERY LOCATIONS

All deliveries shall be made as needed to the following locations:

For Item No. 1: 3 Equal Deliveries
Cook County Department of Corrections
2323 S. Rockwell
Chicago, IL 60608
Deliver on plastic pallets.

For Item No. 2: 4-Delivery ~~Multiple Deliveries~~
Cook County Public Defender
Criminal Justice Administration Building
Hawthorne Warehouse
4545 W. Cermak, Chicago IL 60623
2650 S. California Ave., Room 07
Chicago, IL 60608

For Item No. 3: 4-Delivery ~~Multiple Deliveries~~
Cook County Public Defender
Cook County Administrative Office
Hawthorne Warehouse
4545 W. Cermak, Chicago, IL 60623
69 W. Washington, 16th Floor
Chicago, IL 60602

For Item No. 4: 4-Delivery ~~Multiple Deliveries~~
Cook County Public Defender
Juvenile Division
Hawthorne Warehouse
4545 W. Cermak, Chicago, IL 60623
2245 W. Ogden, 7th Floor
Chicago, IL 60612

For Item No. 5: 4-Delivery ~~Multiple Deliveries~~
~~Cook County State's Attorney's Office~~ ~~Cook~~
~~County Public Defender~~
Juvenile Justice Bureau
Hawthorne Warehouse
4545 W. Cermak, Chicago, IL 60623
1100 S. Hamilton, 6th Floor
Chicago, IL 60612

For Item No. 6 and 7: 4 Equal Deliveries
Cook County State's Attorney's Office
Juvenile Division
1100 S. Hamilton, Room 600, Chicago IL 60612
Cook County Warehouse
1635 W. Walnut
Chicago, IL 60612

For Item No. 7, 8 and 9: 1 Delivery
Cook County State's Attorney's Office
Adult Probation Department
4545 W. Cermak, Chicago, IL 60623
2650 S. California Ave.
Chicago, IL 60608

For Item No. 10: 1 Delivery
Cook County State's Attorney's Office
Criminal Courts
2650 S. California, 11th Floor, Chicago, IL 60608
Traffic Division
69 W. Washington, 31st Floor
Chicago, IL 60602

For Item No. 11: 1 Delivery
Cook County State's Attorney's Office
Criminal Courts
2650 S. California, 11th Floor, Chicago, IL 60608
Juvenile Division
1100 S. Hamilton, Room 600
Chicago, IL 60612

SPECIAL CONDITIONS

CONTRACT NO. 1535-14434

For Item No. 15 thru 127: Several deliveries as stated in detailed specifications to the following:

Cook County Clerk of the
Circuit Court
Cook County Warehouse
2323 S. Rockwell, Room 111
Chicago, IL 60608

Cook County Clerk of the Circuit Court
Cook County Hawthorne Warehouse
4545 W. Cermak
Chicago, IL 60623

Cook County Clerk of the
Circuit Court
Cook County Warehouse
1330 S. 54th Avenue
Cicero, IL 60804

For Item No. 128 thru 130: 2 Deliveries
Cook County Board of Review
Juvenile Division
1100 S. Hamilton, Room B1
Chicago, IL 60612

~~For Item No. 130 thru 137: 2 Equal Deliveries~~
~~Cook County Assessor~~
~~178 North Clark St. 4th Floor~~
~~Chicago, IL 60602~~

SC-11 INSIDE DELIVERY

Vendor is responsible for inside delivery.

SC-12 UNSPECIFIED ITEMS

Any file jackets or folders not specifically listed herein may be added to this contract if they fall within the same specific category of supply items specified (e.g. file jackets, file folders, etc.).

The User Department will notify the Contractor in writing of the items which are necessary and request a written price proposal for the addition of the item(s) to this contract by modification, then forward the documents to the Purchasing Agent. Such item(s) may be added to the contract only if the prices are competitive with current market prices and said items are approved by the Purchasing Agent in the form of a written modification signed by the Contractor and the County. The Purchasing Agent reserves the right to seek competitive pricing information on said item(s) from other suppliers and to procure such item(s) in a manner which serves the best interest of the County.

Any such item(s) delivered by the Contractor, without a properly executed contract modification signed by the Purchasing Agent, are delivered entirely at the Contractor's risk. Consequently, in the event that such modification is not executed by the County, the Contractor hereby releases the County from any liability whatsoever to pay for any items delivered prior to the Contractor's receipt of the fully signed modification.

SC-13 NOTIFICATION

Do not begin performance on the Contract until notified by the Using Agency.

SPECIAL CONDITIONS

SC-14 SUPPLEMENTAL DELIVERY INSTRUCTIONS/REQUIREMENTS

Procedures for deliveries utilizing the dock for R.J. Daley Center, 50 West Washington Street are as follows:

- All deliveries must be pre-arranged, utilizing the attached form. Notification must be provided at least 48 hours in advance during the week and at least 72 hours in advance for weekends and Mondays. Copy the form as needed. A form will need to be filled out for each and every delivery. Fax completed forms to the Richard J. Daley Center, Office of the Building at (312) 603-6950.
- Every delivery made to the building will need to be made by a pre-approved driver from your company. We require that your company furnish legible photocopies of your staff's valid driver's license. In addition, the County will be taking photographs of approved drivers for its own records.
- Delivery personnel will receive a temporary identification badge to be worn at all times while in the building.
- Delivery vehicles will be searched prior to gaining access to the dock area.
- Kindly send all legible photocopies of pertinent documents to the following:

Edward Carik
Director of Security-Security Command Center
Richard J. Daley Center
50 West Washington Street
Chicago, IL 60602

No driver will be allowed to gain access to the building without prior authorization. Therefore, please fill out the "Request for Dock Access" form and fax it in a timely manner to the number listed above. In addition, replacement drivers not recognized by County staff as being pre-approved will not be allowed entrance into the building. It is imperative that the County is notified, in advance, of staffing changes. The County requires these notifications to be in writing, accompanied by a photocopy of the replacement's personal driver's license.

SPECIAL CONDITIONS

Please type or print

**REQUEST FOR DOCK ACCESS
RICHARD J. DALEY CENTER**

Date(s) of Delivery:	Time:
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Delivery Company/Agency:	Contact:
Address:	Phone:

Items to be Delivered:

Intended Delivery Location (please check one):

Building	X	Room	Contact:	Phone No. of Contact:
Daley Center	<input checked="" type="checkbox"/>			
City Hall	<input type="checkbox"/>			
County Building	<input type="checkbox"/>			

FAX COMPLETED FORM TO OFFICE OF THE BUILDING at (312) 603 - 6950To be filled out by Daley Center Security **ONLY**:**DELIVERY PERSONNEL INFORMATION:**

Date:	Time:
-------	-------

	Last	First	Middle
Driver			
Helper			

License No.	State:
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VEHICLE INFORMATION:

Vehicle	Make:	Model:	Year:
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License Plate	No.:	State:
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Transport License	No.:
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SPECIFICATIONSGENERAL SPECIFICATIONS FOR ITEM NO. 1 THRU 14 AND 128 THRU 136

After the bid opening, the bidders are required to submit one mock up sample of the construction and artwork of each product bid within 10 business days of request. All folders and jackets are to print as per sample provided by the County. Winning Vendor shall provide artwork for all jackets and folders in a Native File where the file will allow changes and modifications to be made by the County prior to the last invoice being paid.

GENERAL SPECIFICATIONS FOR ITEM NO. 15 THRU 127

- | | |
|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Box Information: | In order for shipment to be accepted, all material must be delivered in Regular Slotted Carton, ECT (Edge Crush Test) 32 lbs. corrugated cardboard boxes that weight a maximum of 40 pounds. Boxes must be stacked in numeric order on skids that measure 40 inches by 48 inches. Boxes will be stacked in order (first box on top) with all box labels facing out and shrink wrapped. Boxes must be full and stacked in a consistent manner on the pallets. Must be inside delivery, placed where contact manager designates. The box label must be at least 6 inches by 4 inches and must contain the following information listed above: Case Type, Record Series, Contract Item Number, Item Identification Number, Legend, number of folders in box, box number out of total number of boxes, and number sequence of numbered jackets contained in box. This information must be printed along with a 3 of 9 barcode that contains the Item Identification Number and box number out of the total number of boxes (for example FJ2006 12345). |
| Proof Approval | Proofs to be approved by Phyllis Adams before printing. Style proofs are due 30 days after contract awarded. Label proofs are due 30 days after contract awarded. Mock ups/printer's proofs (white page) due 30 days after contract awarded. There must be two copies of every proof presented to the Clerk's Office: One for sign off and one for the file. |
| Delivery Date | The initial (or the first 10% or up to 50% delivery) delivery to the branches, divisions and departments need to be completed by December 15, 2015 . The balance of the delivery (or the second 50% or up to 90% delivery) to the warehouse shall be completed by March 1, 2016 . All items are subject to inspection and testing before payment. An example of an actual jacket must be delivered before all items are delivered. Fifteen examples of this item must be delivered to the Clerk's Office in addition to the amount ordered upon the completion of the order. |
| Print As Per Sample | The County shall provide actual jacket samples for the bidders to look over. If there are no changes, (except for the jacket legend in the lower left hand corner of the jacket which changes every year.) the vendor shall print as per sample. If there is a print change, the County shall provide a mock up file jacket showing how the print should look on a file jacket that has similar printing and County shall staple that sheet to the jacket. The winning vendor shall provide a native file of every file jacket print proof that allows artwork to be changed or modified prior to the last invoice being paid. |

SPECIFICATIONS**GENERAL SPECIFICATIONS FOR ITEM NO. 15 THRU 127 (CONTINUED)**

Numbering System: The quantities listed on the specifications pages are for one year. The quantities for the second year will be the same as the quantities for the first year and repeating the numbering sequence as stated in the specifications. Example of the first year for the legend: M1-CH-NU-30000-2016-(ITEM 1.1.1). Example of the second year for the legend: M1-CH-NU-30000-2017-(ITEM 1.1.1). Example of the first year for the amount: 30000 NUMBERED Jackets, 16CH 000001 to 16CH 030000. Example of the second year for the amount: 30000 NUMBERED Jackets, 17CH 000001 to 17CH 030000.

ITEM NO. 1: FILE JACKETS*For Department of Corrections*

5 piece construction, front panel size: 11-3/4" x 9", back panel Size: 12-1/2"d x 9-1/2"h with a 1-3/4" expansion, two 11 point manila plies sandwiched together, printing in black ink on outside front panel. Two 11 point manila plies sandwiched together, straight cut reinforced, 3/4" end tab with embossed tick marks on the front end tab side. Starting from the top of the end tab, the tick marks are 1-1/4", 1-3/8", 1", 1-1/8", 1", 1-1/4" and 1". 6-1/2" h gussets with rollover Tyvek reinforcement of at least 1/2", Rounded corners on top 4 corners, 25 jackets per box, 4 boxes per carton. Deliver on plastic pallets.

ITEM NO. 1A: FILE JACKETS - RECYCLED

Same as the above Item No. 1, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% post-consumer content.

ITEM NO. 2: FILE JACKETS*For Public Defender*

Indictment Charge legal file jackets, back panel size: 10-1/2" x 15" which includes a 7/8" lip straight cut tab, manila, front panel size: 9-1/2" x 15", 11 point, printed on outside front panel and inside back lip in black ink, no expansion, closed sides.

ITEM NO. 2A: FILE JACKETS - RECYCLED

Same as the above Item No. 2, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% post-consumer content.

ITEM NO. 3: FILE JACKETS*For Public Defender*

Indictment General legal file jackets, front panel size: 9" x 15", back panel size: 10-1/2" x 15" which includes a 1-1/2" lip straight cut tab, manila with black ink. 11 point, printed on outside front panel and inside back lip in black ink, no expansion. The County will stamp the front lower right hand side of front panel in red ink, closed sides.

ITEM NO. 3A: FILE JACKETS - RECYCLED

Same as the above Item No. 3, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% post-consumer content.

SPECIFICATIONS

ITEM NO. 4: FILE JACKETS

For Public Defender

D.O.B File Destr. Date legal file jackets, front panel size: 9-5/8" x 15", back panel size: 10-1/2" x 15" which includes a 3/4" lip straight cut tab, manila with black ink. 11 point, printed on outside front panel in black ink, no expansion, closed sides.

ITEM NO. 4A: FILE JACKETS - RECYCLED

Same as the above Item No. 4, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% post-consumer content.

ITEM NO. 5: FILE JACKETS

~~*For State's Attorney's Office For Public Defender*~~

Printed expansion jacket for Juvenile Delinquency Division, 11 point manila stock jacket, front panel size: 15"W x 9-3/4"H, back panel size: 15"W x 10-1/2"H which includes a 1/2" lip straight cut tab and a 2" expansion, closed sides. Printing on front cover and back cover in black ink.

ITEM NO. 5A: FILE JACKETS - RECYCLED

Same as the above Item No. 5, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% post-consumer content.

ITEM NO. 6: PRESENTENCE INVESTIGATION FILE

For Adult Probation

Front panel size: 9-5/8" x 14-5/8", back panel size: 10-5/8" x 14-5/8" which includes a 1" lip straight cut tab, closed sides, fold over bottom with 1-1/3" glued seam on each side, paper: 30lb stock, printing on outside back panel, black ink, paper color: gray.

ITEM NO. 6A: PRESENTENCE INVESTIGATION FILE - RECYCLED

Same as the above Item No. 6, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% post-consumer content.

ITEM NO. 7: CASE FILE

For Adult Probation

Front panel size: 9-1/4" x 14-5/8", back panel size: 10" x 14-5/8" which includes a 3/4" lip straight cut tab, fold over bottom with 1-1/3" glued seam on each side, paper: 30lb stock, closed sides, printing on outside front panel and outside back panel, paper color: goldenrod, ink color: orange.

ITEM NO. 7A: CASE FILE - RECYCLED

Same as the above Item No. 7, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% post-consumer content.

ITEM NO. 8: CENTRAL BOND COURT FOLDERS

For State's Attorney's Office

Printed folders for Central Bond Court. Front panel size: 7-7/8"x 15", back panel size: 9-1/8" x 15" which includes a 1-3/8" lip straight cut tab, open sides, 11 point manila stock, scored, open sides, printing on outside front panel and on inside back panel lip with black ink.

ITEM NO. 8A: CENTRAL BOND COURT FOLDERS - RECYCLED

SPECIFICATIONS

Same as the above Item No. 8, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% post-consumer content.

ITEM NO. 9: FELONY REVIEW FOLDERS

For State's Attorney's Office

Printing felony review folders, front panel size: 7-7/8" x 14-3/4", back panel size: 9-1/4" x 14-3/4" which includes a 1-1/4" lip straight cut tab, open sides. On the top of the inside front panel and on the top of the inside back panel a computer form shall be affixed. The computer form is a 2 part NCR, size: 16" x 11", white and canary paper and 11 point manila stock. Printing in black ink on outside front panel, inside front panel, inside back panel and inside back 1-1/4" lip folders are scored.

ITEM NO. 9A: FELONY REVIEW FOLDERS - RECYCLED

Same as the above Item No. 9, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% post-consumer content.

ITEM NO. 10: TRAFFIC FOLDERS

For State's Attorney's Office

14 point manila 2" expansion jacket folder, closed bottom, closed sides, front panel size: 8-1/8" x 15", back panel size: 10-1/2" x 15" which includes a 1-1/2" lip straight cut tab, printing on outside front panel and outside back panel in black ink.

ITEM NO. 10A: TRAFFIC FOLDERS - RECYCLED

Same as the above Item No. 10, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% post-consumer content.

ITEM NO. 11: FILE JACKETS

For State's Attorney's Office

File Jackets for Juvenile Division, manila straight cut, 1" tab across the top, printing on outside front panel and outside back panel in black ink, 2 inch expansion. Legal size: 15-3/4" x 10-1/2", 11 point.

ITEM NO. 11A: FILE JACKETS - RECYCLED

Same as the above Item No. 11, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% post-consumer content.

ITEM NO. 12: APPEALS FOLDER

For State's Attorney's Office

Appeals printed folder, manila card stock, 2 inch expansion with 3/4" straight cut tab with thumbprint cut on front panel, size: 9-1/4" x 15" and back panel size: 10" x 15" which includes a 3/4" lip, closed sides. Printing on outside front panel, black ink.

ITEM NO. 12A: APPEALS FOLDER - RECYCLED

Same as the above Item No. 12, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% post-consumer content.

SPECIFICATIONS**ITEM NO. 13: FILE POCKET***For Public Guardian (Juvenile Division)*

Legal size, 5 1/4 expansion, material: redrope, folder sheet size 8 1/2 " x 14"

ITEM NO. 13A: FILE POCKET - RECYCLED

Same as the above Item No. 13, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% post-consumer content.

ITEM NO. 14: FILE JACKETS*For Public Guardian (Estate Division)*

Legal Size, Reinforced Tab, 2" Expansion, 11-point stock, color: manila, folder sheet size: 8 1/2 " x 14".

ITEM NO. 14A: FILE JACKETS - RECYCLED

Same as the above Item No. 14, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% post-consumer content.

Item Number 15: M1-CH-NU General Chancery NUMBERED Jacket, Ink color Black

This item is 2016 Chancery Jacket for General Chancery cases

Item Id. No. 1.1.1

Legend M1-CH-NU-30000-2016-(ITEM 1.1.1).

Amount 30000 NUMBERED Jackets. 16CH 000001 to 16CH 030000 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.

Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material.

Expansion 3.5 inch expansion that can hold 8 pounds of paper

Jacket Size The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"

Construction The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be made of 5 separate pieces using a "hot-process glue-weld" construction with 6.5" high brown Tyvek mylar, reinforced gussets that glue to the front and back of interior lining and have a minimum tuck of 1/2" between the two front pieces and the two back pieces. Two ply glued back piece must extend the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.



Strip Label: full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted, and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch characters, "CH", black letters on a white field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-

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Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.

Delivery Info Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. There are two deliveries for this item. The first delivery will be at least the first 15% of the total order, which needs to be delivered to the Clerk of the Circuit Court 50 W. Washington, Room 802, Chicago, IL 60602 between the hours of 9:00 A.M. to 3:00 P.M. Monday through Friday, except court holidays. The second delivery will be the 85% balance of the total order, which needs to be delivered to Clerk of the Circuit Court warehouse, 1330 S. 54th Avenue., Cicero Ill. 60804, Between the hours of 7:00 A.M. to 2:00 P.M. Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 40 feet long for the first delivery.

Item Number 15A: M1-CH-NU General Chancery NUMBERED Jacket, ink color Black - Recycled

Same as the above Item No. 15, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% post-consumer content.

Item Number 16: M1-CV-AR Administrative Review NUMBERED Jacket, ink color Goldenrod

This item is 2016 Civil Jacket for Administrative Review cases

Item Id. No. 1.2.1

Legend M1-CV-AR-3000-2016-(ITEM 1.2.1).

Amount 3000 NUMBERED Jackets. 16M1 625000 to 16M1 627999 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.

Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material.

Expansion 1.50 inch expansion that can hold 2 pounds of paper

Jacket Size The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"

Construction: The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be a one piece construction, open side with a 1.5" W fold expansion and inside seams. Two ply glued back piece that extends the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.

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Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 ½ inch wide, Mylar coated, preprinted and fully glued to end tab. The year code box measures ¾ of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with ½ inch character, "M", black letter on white field. The case type code box shall be 1 and 1/2 inches high by 1 and 1/8 inches with the character, "1", white with black outline in a Goldenrod field. Numeric code boxes ¾ inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.

Delivery Info Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. There are two deliveries for this item. The first delivery will be at least the first 25% of the total order, which needs to be delivered to the Clerk of the Circuit Court, 50 W. Washington St., Room 602, Chicago, IL 60602 between the hours of 9:00 A.M. to 3:00 P.M. Monday through Friday except court holidays. The second delivery will be the 75% balance of the total order, which needs to be delivered to Clerk of the Circuit Court warehouse, **1330 s. 54th Avenue., Cicero Ill. 60804**, Between the hours of 7:00 A.M. to 2:00 P.M. Monday through Friday, except court holidays.

All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 40' long.

Item Number 16A: M1-CV-AR Administrative Review NUMBERED Jacket, ink color Goldenrod - Recycled

Same as the above Item No. 16, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% post-consumer content.

Item Number 17: M1-CV-CH Chicago Housing Authority (CHA) NUMBERED Jacket, ink color Orange

This item is 2016 Civil Jacket for Chicago Housing Authority (CHA) cases

Item Id. No. 1.2.2

Legend M1-CV-CH-1500-2016-(ITEM 1.2.2).

Amount 1500 NUMBERED Jackets. 16M1 350000 to 16M1 351499 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.

Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material.

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"drop front". The expandable pocket is to be a one piece construction, open side with a 1.5" W fold expansion and inside seams. Two ply glued back piece that extends the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.

Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch character, "M", black letter on white field. The case type code box shall be 1 and 1/2 inches high by 1 and 1/8 inches with the character, "1", white with black outline in a Red field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.

Delivery Info Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. There are two deliveries for this item. The first delivery will be at least the first 10% of the total order, which needs to be delivered to the Clerk of the Circuit Court 50 W. Washington St., Room 602, Chicago, IL 60602 between the hours of 9:00 A.M. to 3:00 P.M. Monday through Friday except court holidays. The second delivery will be the 90% balance of the total order, which needs to be delivered to the Clerk of the Circuit Court warehouse, **1330 S. 54th Avenue, Cicero, Ill. 60804**, between the hours of 7:00 A.M. to 2:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 40' long for the first delivery.

Item Number 18A: M1-CV-CO Contracts NUMBERED Jacket, ink color Red - Recycled

Same as the above Item No. 18, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% post-consumer content.

Item Number 19: M1-CV-FT Fast Track Housing Court NUMBERED Jacket, ink color Black

This item is	2016 Civil Jacket for Fast Track Housing Court cases
Item Id. No.	1.2.4
Legend	M1-CV-FT-1000-2016-(ITEM 1.2.4).
Amount	1000 NUMBERED Jackets. 16M1 450000 to 16M1 450999 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.

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Jacket Paper	11 point Manila paper with a basis weight of 150 lbs., non-recycled material.
Expansion	1.50 inch expansion that can hold 2 pounds of paper
Jacket Size	The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"
Construction	The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be a one piece construction, open side with a 1.5" W fold expansion and inside seams. Two ply glued back piece that extends the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.
Strip Label	A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch character, "M", black letter on white field. The case type code box shall be 1 and 1/2 inches high by 1 and 1/8 inches with the character, "1", white with black outline in a Light Blue field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.
Delivery Info	Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the Clerk of the Circuit Court, 50 W. Washington Street, Room 602, Chicago, IL 60602 between the hours of 9:00 A.M. to 3:00 P.M. Monday through Friday except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 40 feet long for the first delivery.

Item Number 19A: M1-CV-FT Fast Track Housing Court NUMBERED Jacket, ink color Black - Recycled

Same as the above Item No. 19, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 20: M1-CV-FD Forcible Detainer Joint Action NUMBERED Jacket, ink color Blue

This item is 2016 Civil Jacket for Forcible Detainer Joint Action cases

Item Id. No.	1.2.5
Legend	M1-CV-FD-35000-2016-(ITEM 1.2.5).
Amount	35000 NUMBERED Jackets. 16M1 700000 to 16M1 734999 No missing

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numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.

- Jacket Paper** 11 point Manila paper with a basis weight of 150 lbs., non-recycled material.
- Expansion** 1.50 inch expansion that can hold 2 pounds of paper
- Jacket Size** The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"
- Construction** The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be a one piece construction, open side with a 1.5" W fold expansion and inside seams. Two ply glued back piece that extends the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.
- Strip Label** A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch character, "M", black letter on white field. The case type code box shall be 1 and 1/2 inches high by 1 and 1/8 inches with the character, "1", white with black outline in a Blue field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.
- Delivery Info** Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. There are two deliveries for this item. The first delivery will be at least the first 15% of the total order, which needs to be delivered to the Clerk of the Circuit Court, 50 W. Washington St., Room 602, Chicago, IL 60602 between the hours of 9:00 A.M. to 3:00 P.M. Monday through Friday except court holidays. The second delivery will be the 85% balance of the total order, which needs to be delivered to the Clerk of the Circuit Court warehouse, 1330 S. 54th Avenue., Cicero, Ill. 60804, between the hours of 7:00 A.M. to 2:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 40 feet long for the first delivery.

Item Number 20A: M1-CV-FD Forcible Detainer Joint Action NUMBERED Jacket, ink color Blue - Recycled

Same as the above Item No. 20, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

SPECIFICATIONS**Item Number 21: M1-CV-HC Housing Court NUMBERED Jacket, ink color Brown**

This item is 2016 Civil Jacket for Housing Court cases

Item Id. No. 1.2.6

Legend M1-CV-HC-4000-2016-(ITEM 1.2.6).

Amount 4000 NUMBERED Jackets. 16M1 400000 to 16M1 403999 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.

Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material.

Expansion 1.50 inch expansion that can hold 2 pounds of paper

Jacket Size The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"

Construction The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be a one piece construction, open side with a 1.5" W fold expansion and inside seams. Two ply glued back piece that extends the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.

Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch character, "M", black letter on white field. The case type code box shall be 1 and 1/2 inches high by 1 and 1/8 inches with the character, "1", white with black outline in a Brown field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.

Delivery Info Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. There are two deliveries for this item. The first delivery will be at least the first 10% of the total order, which needs to be delivered to the Clerk of the Circuit Court 50 W. Washington St., Room 602, Chicago, IL 60602 between the hours of 9:00 A.M. to 3:00 P.M. Monday through Friday except court holidays. The second delivery will be the 90% balance of the total order, which needs to be delivered to the Clerk of the Circuit Court warehouse, 1330 S. 54th Avenue., Cicero, Ill. 60804, between the hours of 7:00 A.M. to 2:00 P.M. Monday through Friday, except Court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet,

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signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 40 feet long for the first delivery.

Item Number 21A: M1-CV-HC Housing Court NUMBERED Jacket, ink color Brown - Recycled

Same as the above Item No. 21, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 22: M1-CV-MS Miscellaneous NUMBERED Jacket, ink color Purple

This item is	2016 Civil Jacket for Miscellaneous cases
Item Id. No.	1.2.7
Legend	M1-CV-MS-1500-2016-(ITEM 1.2.7).
Amount	1500 NUMBERED Jackets. 16M1 500000 to 16M1 501499 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.
Jacket Paper	11 point Manila paper with a basis weight of 150 lbs., non-recycled material.
Expansion	1.50 inch expansion that can hold 2 pounds of paper
Jacket Size	The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"
Construction	The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be a one piece construction, open side with a 1.5" W fold expansion and inside seams. Two ply glued back piece that extends the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.
Strip Label	A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch character, "M", black letter on white field. The case type code box shall be 1 and 1/2 inches high by 1 and 1/8 inches with the character, "1", white with black outline in a Purple field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.
Delivery Info	Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the Clerk of the Circuit Court, 50 W. Washington St., Room 602, Chicago, IL 60602 between the hours of 9:00 A.M.

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to 3:00 P.M. Monday through Friday except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 40 feet long for the first delivery.

Item Number 22A: M1-CV-MS Miscellaneous NUMBERED Jacket, ink color Purple - Recycled

Same as the above Item No. 22, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 23: M1-CV-OV Ordinance Violation NUMBERED Jacket, ink color Black

This item is	2016 Civil Jacket for Ordinance Violation cases
Item Id. No.	1.2.8
Legend	M1-CV-OV-500-2016-(ITEM 1.2.8).
Amount	500 NUMBERED Jackets. 16M1 460000 to 16M1 460499 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.
Jacket Paper	15 point Manila paper with a basis weight of 200 lbs., non-recycled material.
Expansion	No expansion that can hold 1 pound of paper
Jacket Size	The overall size is 9" X 12" with a pocket body size of 8 1/2" X 12"
Construction	The top of the front of the jacket shall be 1/2" lower than the back of the jacket. This is a flat pocket with no expansion and flaps must extend at least an inch past the fold. The file jacket must be made of acid-free paper. No side tab.
Strip Label	A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch character, "M", black letter on white field. The case type code box shall be 1 and 1/2 inches high by 1 and 1/8 inches with the character, "1", white with black outline in a Silver field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.
Delivery Info	Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the Clerk of the Circuit Court, 50 W. Washington St., Room 602, Chicago, IL 60602 between the hours of 9:00 A.M. to 3:00 P.M. Monday through Friday except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers

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that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 40 feet long.

Item Number 23A: M1-CV-OV Ordinance Violation NUMBERED Jacket, Ink color Black – Recycled

Same as the above Item No. 23, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 24: M1-CV-PI Personal Injury NUMBERED Jacket, ink color Lime Green

This item is 2016 Civil Jacket for Personal Injury cases

Item Id. No. 1.2.9

Legend M1-CV-PI-4000-2016-(ITEM 1.2.9).

Amount 4000 NUMBERED Jackets. 16M1 300000 to 16M1 303999 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.

Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material.

Expansion 3.5 inch expansion that can hold 8 pounds of paper

Jacket Size The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"

Construction The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be made of 5 separate pieces using a "hot-process glue-weld" construction with 6.5" high brown Tyvek Mylar, reinforced gussets that glue to the front and back of interior lining and have a minimum tuck of 1/2" between the two front pieces and the two back pieces. Two ply glued back piece must extend the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.

Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch character, "M", black letter on white field. The case type code box shall be 1 and 1/2 inches high by 1 and 1/8 inches with the character, "1", white with black outline in a Lime Green field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.

Delivery Info Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must

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happen at least 48 hours before the Clerk's Office can receive any delivery. There are two deliveries for this item. The first delivery will be at least the first 10% of the total order, which needs to be delivered to the Clerk of the Circuit Court, 50 W. Washington St., Room 602, Chicago, IL 60602 between the hours of 9:00 A.M. to 3:00 P.M. Monday through Friday except court holidays. The second delivery will be the 90% balance of the total order, which needs to be delivered to the Clerk of the Circuit Court warehouse, 1330 S. 54th Avenue, Cicero, Ill. 60804, between the hours of 7:00 A.M. to 2:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 40 feet long for the first delivery.

Item Number 24A: M1-CV-PI Personal Injury NUMBERED Jacket, ink color Lime Green – Recycled

Same as the above Item No. 24, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 25: M1-CV-PS PRO-SE NUMBERED Jacket, ink color Neon Pink

This item is 2016 Civil Jacket for PRO-SE cases

Item Id. No.	1.2.10
Legend	M1-CV-PS-1000-2016-(ITEM 1.2.10).
Amount	1000 NUMBERED Jackets. 16M1 040000 to 16M1 040999 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.
Jacket Paper	11 point Manila paper with a basis weight of 150 lbs., non-recycled material.
Expansion	1.50 inch expansion that can hold 2 pounds of paper
Jacket Size	The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"
Construction	The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be a one piece construction, open side with a 1.5" W fold expansion and inside seams. Two ply glued back piece that extends the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.
Strip Label	A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch character, "M", black letter on white field. The case type code box shall be 1 and 1/2 inches high by 1 and 1/8 inches with the character, "1", white with black outline in a Neon Pink field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each, white letters with black outline in

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color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.

Delivery Info

Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the Clerk of the Circuit Court, 50 W. Washington St., Room 602, Chicago, IL 60602 between the hours of 9:00 A.M. to 3:00 P.M. Monday through Friday except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 40 feet long for the first delivery.

Item Number 25A: M1-CV-PS PRO-SE NUMBERED Jacket, ink color Neon Pink -RECYCLED

Same as the above Item No. 25, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 26: M1-CV-RA Registration of Administrative Judgment NUMBERED Jacket, ink color Maroon

This item is 2016 Civil Jacket for Registration of Administrative Judgment cases

Item Id. No. 1.2.11

Legend M1-CV-RA-1000-2016-(ITEM 1.2.11).

Amount 1000 NUMBERED Jackets. 16M1 650000 to 16M1 650999 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.

Jacket Paper 15 point Manila paper with a basis weight of 200 lbs., non-recycled material.

Expansion No expansion that can hold 1 pound of paper

Jacket Size The overall size is 9" X 12" with a pocket body size of 8 1/2" X 12"

Construction The top of the front of the jacket shall be 1/2" lower than the back of the jacket. This is a flat pocket with no expansion and flaps must extend at least an inch past the fold. The file jacket must be made of acid-free paper. No side tab.

Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch character, "M", black letter on white field. The case type code box shall be 1 and 1/2 inches high by 1 and 1/8 inches with the character, "1", white with black outline in a Maroon field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups

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of 3 digits each, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.

Delivery Info Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This delivery needs to be delivered to the Clerk of the Circuit Court, 50 W. Washington St., Room 602, Chicago, IL 60602 between the hours of 9:00 A.M. to 3:00 P.M. Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 40 feet long for the first delivery.

**Item Number 26A: M1-CV-RA Registration of Administrative Judgment
NUMBERED Jacket, ink color Maroon – Recycled**

Same as the above Item No. 26, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 27: M1-CV-TO Torts NUMBERED Jacket, ink color Green

This item is 2016 Civil Jacket for Torts cases

Item Id. No. 1.2.12

Legend M1-CV-TO-10000-2016-(ITEM 1.2.12).

Amount 10000 NUMBERED Jackets. 16M1 010000 to 16M1 019999 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.

Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material.

Expansion 1.50 inch expansion that can hold 2 pounds of paper

Jacket Size The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"

Construction The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be a one piece construction, open side with a 1.5" W fold expansion and inside seams. Two ply glued back piece that extends the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (.85 inches). The tab must extend at least 1/2 inch into the gusset.

Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch character, "M", black letter on white field. The

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case type code box shall be 1 and ½ inches high by 1 and 1/8 inches with the character, "1", white with black outline in a Green field. Numeric code boxes ¾ inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.

Delivery Info Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. There are two deliveries for this item. The first delivery will be at least the first 10% of the total order, which needs to be delivered to the Clerk of the Circuit Court, 50 W. Washington St., Room 602, Chicago, IL 60602 between the hours of 9:00 A.M. to 3:00 P.M. Monday through Friday except court holidays. The second delivery will be the 90% balance of the total order, which needs to be delivered to the Clerk of the Circuit Court warehouse, **1330 S. 54th Avenue, Cicero, Ill. 60804**, between 7:00 A.M. to 2:00 P.M., Monday through Friday, except Court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck can be any size truck.

Item Number 27A: M1-CV-TO Torts NUMBERED Jacket, ink color Green – Recycled

Same as the above Item No. 27, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 28: M1-CV-TR Traffic Fine Enforcement NUMBERED Jacket, ink color Silver

This item is 2016 Civil Jacket for Traffic Fine Enforcement cases

Item Id. No. 1.2.13

Legend M1-CV-TR-1000-2016-(ITEM 1.2.13).

Amount 1000 NUMBERED Jackets. 16M1 800000 to 16M1 800999 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.

Jacket Paper 15 point Manila paper with a basis weight of 200 lbs., non-recycled material.

Expansion No expansion that can hold 1 pound of paper

Jacket Size The overall size is 9" X 12" with a pocket body size of 8 ½" X 12"

Construction The top of the front of the jacket shall be ½" lower than the back of the jacket. This is a flat pocket with no expansion and flaps must extend at least an inch past the fold. File jacket must be made of acid-free paper. No side tab.

Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 ½ inch wide, Mylar

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coated, preprinted and fully glued to end tab. The year code box measures $\frac{3}{4}$ of an inch by 1 and $\frac{1}{8}$ of an inch wide. Below, the division code shall be in a 1-inch high white box with $\frac{1}{2}$ inch character, "M", black letter on white field. The case type code box shall be 1 and $\frac{1}{2}$ inches high by 1 and $\frac{1}{8}$ inches with the character, "1", white with black outline in a Silver field. Numeric code boxes $\frac{3}{4}$ inches by 1 and $\frac{7}{16}$ inches high for each digit with 6 digits split into 2 groups of 3 digits each, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.

Delivery Info Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This order needs to be delivered to the Clerk of the Circuit Court, 50 W. Washington St., Room 602, Chicago, IL 60602 between the hours of 9:00 A.M. to 3:00 P.M. Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 40 feet long for the first delivery.

Item Number 28A: M1-CV-TR Traffic Fine Enforcement NUMBERED Jacket, ink color Silver – Recycled

Same as the above Item No. 28, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 29: M1-CV-TW Tollway Fine Enforcement NUMBERED Jacket, ink color Light Blue

This item is 2016 Civil Jacket for Tollway Fine Enforcement cases

Item Id. No. 1.2.14

Legend M1-CV-TW-1000-2016-(ITEM 1.2.14).

Amount 1000 NUMBERED Jackets. 16M1 900000 to 16M1 900999 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.

Jacket Paper 15 point Manila paper with a basis weight of 200 lbs., non-recycled material.

Expansion No expansion that can hold 1 pound of paper

Jacket Size The overall size is 9" X 12" with a pocket body size of 8 $\frac{1}{2}$ " X 12"

Construction The top of the front of the jacket shall be $\frac{1}{2}$ " lower than the back of the jacket. This is a flat pocket with no expansion and flaps must extend at least an inch past the fold. The file jacket must be made of acid-free paper. No side tab.

Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 $\frac{1}{2}$ inch wide, Mylar coated, preprinted and fully glued to end tab. The year code box measures $\frac{3}{4}$

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of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch character, "M", black letter on white field. The case type code box shall be 1 and 1/2 inches high by 1 and 1/8 inches with the character, "1", white with black outline in a Light Blue field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.

Delivery Info Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This order needs to be delivered to the Clerk of the Circuit Court, 50 W. Washington St., Room 602, Chicago, IL 60602 between the hours of 9:00 A.M. to 3:00 P.M. Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 40 feet long for the first delivery.

Item Number 29A: M1-CV-TW Tollway Fine Enforcement NUMBERED Jacket, ink color Light Blue – Recycled

Same as the above Item No. 29, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 30: M1-CO-AC Action in Debt NUMBERED Jacket, ink color Black

This item is 2016 County Jacket for Action in Debt cases

Item Id. No.	's Rem
Legend	M1-CO-AC-100-2016-(ITEM 1.3.1).
Amount	100 NUMBERED Jackets. 16COAC 000001 to 16COAC 000100 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.
Jacket Paper	15 point Manila paper with a basis weight of 200 lbs., non-recycled material.
Expansion	No expansion that can hold 1 pound of paper
Jacket Size	The overall size is 9" X 12" with a pocket body size of 8 1/2" X 12"
Construction	The top of the front of the jacket shall be 1/2" lower than the back of the jacket. This is a flat pocket with no expansion and flaps must extend at least an inch past the fold. The file jacket must be made of acid-free paper. No side tab.
Strip Label	A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted and fully glued to end tab. The year code box measures 3/4 of

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an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch characters, "CO", black letters on white field. The case type code box shall be 1 and 1/2 inches high by 1 and 1/8 inches with 2 characters, "AC" in vertical position, white letters with black outline in a Brown field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.

Delivery Info Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the Clerk of the Circuit Court, 50 W. Washington St., Room 1201, Chicago, IL 60602 between the hours of 9:00 A.M. to 3:00 P.M. Monday through Friday except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 40 feet long.

Item Number 30A: M1-CO-AC Action in Debt NUMBERED Jacket, ink color Black – Recycled

Same as the above Item No. 30, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 31: M1-CO-AD Adoption NUMBERED Jacket, ink color Hot Pink

This item is 2016 County Jacket for Adoption cases

Item Id. No. 1.3.2

Legend M1-CO-AD-1600-2016-(ITEM 1.3.2).

Amount 1600 NUMBERED Jackets. 16COAD 000001 to 16COAD 001600 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.

Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material.

Expansion 1.75 inch expansion that can hold 4 pounds of paper

Jacket Size The overall size is 9" X 12-1/2" with a pocket body size of 9" X 11-3/4"

Construction The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable wallet, with Velcro closure, to be made of 5 separate pieces using a "hot-process glue-weld" construction with 6.5" high brown Tyvek Mylar, reinforced gussets that glue to the front and back of the interior lining and have a minimum tuck of 1/2" between the two front pieces and the two back pieces. Two ply glued back piece must extend the entire length of

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the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, ¾ inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least ½ inch into the gusset.

Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 ½ inch wide, Mylar coated, preprinted and fully glued to end tab. The year code box measures ¾ of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with ½ inch characters, "CO", black letters on white field. The case type code box shall be 1 and ½ inches high by 1 and 1/8 inches with 2 characters, "AD" in vertical position, white letters with black outline in a Red field. Numeric code boxes ¾ inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.

Delivery Info Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the Clerk of the Circuit Court, 50 W. Washington St., Room 1201, Chicago, IL 60602 between the hours of 9:00 A.M. to 3:00 P.M. Monday through Friday except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 40 feet long for the first delivery.

Item Number 31A: M1-CO-AD Adoption NUMBERED Jacket, ink color Hot Pink – Recycled

Same as the above Item No. 31, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 32, M1-CO-AN Annexation/Disconnection NUMBERED Jacket, ink color Black

This item is 2016 County Jacket for Annexation/ Disconnection cases

Item Id. No. 1.3.3

Legend M1-CO-AN-50-2016-(ITEM 1.3.3).

Amount 50 NUMBERED Jackets. 16COAN 000001 to 16COAN 000050 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.

Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material.

Expansion 1.75 inch expansion that can hold 4 pounds of paper

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- Jacket Size** The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"
- Construction** The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be made of 5 separate pieces using a "hot-process glue-weld" construction with 6.5" high brown Tyvek mylar, reinforced gussets that glue to the front and back of interior lining and have a minimum tuck of 1/2" between the two front pieces and the two back pieces. Two ply glued back piece must extend the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.
- Strip Label** A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch characters, "CO", black letters on white field. The case type code box shall be 1 and 1/2 inches high by 1 and 1/8 inches with 2 characters, "AN" in vertical position, white letters with black outline in a Black field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.
- Delivery Info** Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the Clerk of the Circuit Court, 50 W. Washington St., Room 1201, Chicago, IL 60602 between the hours of 9:00 A.M. to 3:00 P.M. Monday through Friday except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 40 feet long.

Item Number 32A: M1-CO-AN Annexation/Disconnection NUMBERED Jacket, ink color Black – Recycled

Same as the above Item No. 32, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 33: M1-CO-CE Certificate of Error NUMBERED Jacket, ink color Black

This item is 2016 County Jacket for Certificate of Error cases

Item Id. No. 1.3.4

Legend M1-CO-CE-1000-2016-(ITEM 1.3.4).

Amount 1000 NUMBERED Jackets. 16COCE 000001 to 16COCE 001000 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the

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numerical sequence of their box labels.

- Jacket Paper** 11 point Manila paper with a basis weight of 150 lbs., non-recycled material.
- Expansion** 1.75 inch expansion that can hold 4 pounds of paper
- Jacket Size** The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"
- Construction** The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be made of 5 separate pieces using a "hot-process glue-weld" construction with 6.5" high brown Tyvek mylar, reinforced gussets that glue to the front and back of interior lining have a minimum tuck of 1/2" between the two front pieces and the two back pieces. Two ply glued back piece must extend the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.
- Strip Label** A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch characters, "CO", black letters on white field. The case type code box shall be 1 and 1/2 inches high by 1 and 1/8 inches with 2 characters, "CE" in vertical position, white letters with black outline in a Light Blue field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.
- Delivery Info** Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the Clerk of the Circuit Court, 50 W. Washington St., Room 1201, Chicago, IL 60602 between the hours of 9:00 A.M. to 3:00 P.M. Monday through Friday except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 40 feet long.

Item Number 33A: M1-CO-CE Certificate of Error NUMBERED Jacket, ink color Black – Recycled

Same as the above Item No. 33, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 34: M1-CO-EL Election NUMBERED Jacket, ink color Black

This item is 2016 County Jacket for Election cases

Item Id. No. 1.3.5

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Legend	M1-CO-EL-200-2016-(ITEM 1.3.5).
Amount	200 NUMBERED Jackets. 16COEL 000001 to 16COEL 000200 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.
Jacket Paper	11 point Manila paper with a basis weight of 150 lbs., non-recycled material.
Expansion	1.75 inch expansion that can hold 4 pounds of paper
Jacket Size	The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"
Construction	The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be made of 5 separate pieces using a "hot-process glue-weld" construction with 6.5" high brown Tyvek Mylar, reinforced gussets that glue to the front and back of interior lining have a minimum tuck of 1/2" between the two front pieces and the two back pieces. Two ply glued back piece must extend the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.
Strip Label	A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch characters, "CO", black letters on white field. The case type code box shall be 1 and 1/2 inches high by 1 and 1/8 inches with 2 characters, "EL" in vertical position, white letters with black outline in a Purple field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.
Delivery Info	Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the Clerk of the Circuit Court, 50 W. Washington St., Room 1201, Chicago, IL 60602 between the hours of 9:00 A.M. to 3:00 P.M. Monday through Friday except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 40 feet long.

Item Number 34A: M1-CO-EL Election NUMBERED Jacket, ink color Black - Recycled

Same as the above Item No. 34, but printed on recycled paper. Recycled paper

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shall have 30% recovered content and 30% postconsumer content.

Item Number 35: M1-CO-ES Estrays NUMBERED Jacket, ink color Black

This item is 2016 County Jacket for Estrays cases

Item Id. No. 1.3.6

Legend M1-CO-ES-50-2016-(ITEM 1.3.6).

Amount 50 NUMBERED Jackets. 16COES 000001 to 16COES 000050 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.

Jacket Paper 15 point Manila paper with a basis weight of 200 lbs., non-recycled material.

Expansion No expansion that can hold 1 pound of paper

Jacket Size The overall size is 9" X 12" with a pocket body size of 8 ½" X 12"

Construction The top of the front of the jacket shall be ½" lower than the back of the jacket. This is a flat pocket with no expansion and flaps must extend at least an inch past the fold. The file jacket must be made of acid-free paper. No side tab.

Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 ½ inch wide, Mylar coated, preprinted and fully glued to end tab. The year code box measures ¾ of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with ½ inch characters, "CO", black letters on white field. The case type code box shall be 1 and ½ inches high by 1 and 1/8 inches with 2 characters, "ES" in vertical position, white letters with black outline in a Lavendar field. Numeric code boxes ¾ inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.

Delivery Info Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the Clerk of the Circuit Court, 50 W. Washington St., Room 1201, Chicago, IL 60602 between the hours of 9:00 A.M. to 3:00 P.M. Monday through Friday except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 40 feet long.

Item Number 35A: M1-CO-ES Estrays NUMBERED Jacket, ink color Black – Recycled

Same as the above Item No. 35, but printed on recycled paper. Recycled paper

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shall have 30% recovered content and 30% postconsumer content.

SPECIFICATIONS**Item Number 36: M1-CO-FO Civil Asset Forfeiture NUMBERED Jacket, ink color Black**

This item is 2016 County Jacket for Civil Asset Forfeiture cases

Item Id. No. 1.3.7

Legend M1-CO-FO-5000-2016-(ITEM 1.3.7).

Amount 5000 NUMBERED Jackets. 16COFO 000001 to 16COFO 005000 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.

Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material.

Expansion 1.75 inch expansion that can hold 4 pounds of paper

Jacket Size The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"

Construction The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be made of 5 separate pieces using a "hot-process glue-weld" construction with 6.5" high brown Tyvek Mylar, reinforced gussets that glue to the front and back of interior lining and have a minimum tuck of 1/2" between the two front pieces and the two back pieces. Two ply glued back piece must extend the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.

Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch characters, "CO", black letters on white field. The case type code box shall be 1 and 1/2 inches high by 1 and 1/8 inches with 2 characters, "FO" in vertical position, white letters with black outline in a Purple field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.

Delivery Info Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. The first delivery will be at least the first 20% of the total order, which needs to be delivered to the Clerk of the Circuit Court, 50 W. Washington St., Room 1201, Chicago, IL 60602 between the hours of 9:00 A.M. to 3:00 P.M. Monday through Friday except court holidays. The second delivery will be the 80% balance of the total order, which needs to be delivered to the Clerk of the Circuit

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Court warehouse, 1330 S. 54th Avenue., Cicero, Ill. 60804, between the hours of 7:00 A.M. to 2:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 40 feet long.

Item Number 36A: M1-CO-FO Civil Asset Forfeiture NUMBERED Jacket, ink color Black – Recycled

Same as the above Item No. 36, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 37: M1-CO-IN Indemnity Fund NUMBERED Jacket, ink color Black

This item is 2016 County Jacket for Indemnity Fund cases

Item Id. No. 1.3.8

Legend M1-CO-IN-100-2016-(ITEM 1.3.8).

Amount 100 NUMBERED Jackets. 16COIN 000001 to 16COIN 000100 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.

Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material.

Expansion 1.50 inch expansion that can hold 2 pounds of paper

Jacket Size The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"

Construction The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be a one piece construction, open side with a 1.5" W fold expansion and inside seams. Two ply glued back piece that extends the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.

Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch characters, "CO", black letters on white field. The case type code box shall be 1 and 1/2 inches high by 1 and 1/8 inches with 2 characters, "IN" in vertical position, white letters with black outline in a Dark Green field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.

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Delivery Info Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the Clerk of the Circuit Court, 50 W. Washington St., Room 1201, Chicago, IL 60602 between the hours of 9:00 A.M. to 3:00 P.M. Monday through Friday except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 40 feet long.

Item Number 37A: M1-CO-IN Indemnity Fund NUMBERED Jacket, ink color Black – Recycled

Same as the above Item No. 37, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 38: M1-CO-IT Inheritance / Estate Tax NUMBERED Jacket, ink color Black

This item is	2016 County Jacket for Inheritance / Estate Tax cases
Item Id. No.	1.3.9
Legend	M1-CO-IT-50-2016-(ITEM 1.3.9).
Amount	50 NUMBERED Jackets. 16COIT 000001 to 16COIT 000050 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.
Jacket Paper	15 point Manila paper with a basis weight of 200 lbs., non-recycled material.
Expansion	No expansion that can hold 1 pound of paper
Jacket Size	The overall size is 9" X 12" with a pocket body size of 8 1/2" X 12"
Construction	The top of the front of the jacket shall be 1/2" lower than the back of the jacket. This is a flat pocket with no expansion and flaps must extend at least an inch past the fold. The file jacket must be made of acid-free paper. No side tab.
Strip Label	A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch characters, "CO", black letters on white field. The case type code box shall be 1 and 1/2 inches high by 1 and 1/8 inches with 2 characters, "IT" in vertical position, white letters with black outline in a Gray field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.
Delivery Info	Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must

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happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the Clerk of the Circuit Court, 50 W. Washington St., Room 1201, Chicago, IL 60602 between the hours of 9:00 A.M. to 3:00 P.M. Monday through Friday except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 40 feet long.

Item Number 38A: M1-CO-IT Inheritance / Estate Tax NUMBERED Jacket, ink color Black – Recycled

Same as the above Item No. 38, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 39: M1-CO-MH Treatment (Mental Health) NUMBERED Jacket, ink color Lime Green

This item is 2016 County Jacket for Treatment (Mental Health) cases

Item Id. No. 1.3.10

Legend M1-CO-MH-4500-2016-(ITEM 1.3.10).

Amount 4500 NUMBERED Jackets. 16COMH 000001 to 16COMH 004500 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.

Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material.

Expansion 1.75 inch expansion that can hold 4 pounds of paper

Jacket Size The overall size is 9" X 12-1/2" with a pocket body size of 9" X 11-3/4"

Construction The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable wallet, with Velcro closure, to be made of 5 separate pieces using a "hot-process glue-weld" construction with 6.5" high brown Tyvek mylar, reinforced gussets that glue to the front and back of interior lining and have a minimum tuck of 1/2" between the two front pieces and the two back pieces. Two ply glued back piece must extend the entire length of the back and side tab. Interior lining of folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.

Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch characters, "CO", black letters on white field. The case type code box shall be 1 and 1/2 inches high by 1 and 1/8 inches with 2 characters, "MH" in vertical position, white letters with black outline in a Salmon field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall

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have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.

Delivery Info Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. There are two deliveries for this item. The first delivery will be at least the first 10% of the total order, which needs to be delivered to the Clerk of the Circuit Court, 50 W. Washington St., Room 1201, Chicago, IL 60602 between the hours of 9:00 A.M. to 3:00 P.M. Monday through Friday except court holidays. The second delivery will be the 90% balance of the total order, which needs to be delivered to the Clerk of the Circuit Court warehouse, **1330 S. 54th Avenue., Cicero, Ill. 60804**, between the hours of 7:00 A.M. to 2:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 40 feet long for the first delivery.

Item Number 39A: M1-CO-MH Treatment (Mental Health) NUMBERED Jacket, ink color Lime Green – Recycled

Same as the above Item No. 39, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 40: M1-CO-MS County Miscellaneous NUMBERED Jacket, ink color Black

This item is 2016 County Jacket for County Miscellaneous

Item Id. No. 1.3.11

Legend M1-CO-MS-100-2016-(ITEM 1.3.11).

Amount 100 NUMBERED Jackets. 16COMS 000001 to 16COMS 000100 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.

Jacket Paper 15 point Manila paper with a basis weight of 200 lbs., non-recycled material.

Expansion No expansion that can hold 1 pound of paper

Jacket Size The overall size is 9" X 12" with a pocket body size of 8 1/2" X 12"

Construction The top of the front of the jacket shall be 1/2" lower than the back of the jacket. This is a flat pocket with no expansion and flaps must extend at least an inch past the fold. The file jacket must be made of acid-free paper. No side tab.

Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch characters, "CO", black letters on white field. The case type code box shall be 1 and 1/2 inches high by 1 and 1/8 inches with 2

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characters, "MS" in vertical position, white letters with black outline in a Orange field. Numeric code boxes $\frac{3}{4}$ inches by 1 and $\frac{7}{16}$ inches high for each digit with 6 digits split into 2 groups of 3 digits each, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.

Delivery Info Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the Clerk of the Circuit Court, 50 W. Washington St., Room 1201, Chicago, IL 60602 between the hours of 9:00 A.M. to 3:00 P.M. Monday through Friday except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 40 feet long.

Item Number 40A: M1-CO-MS County Miscellaneous NUMBERED Jacket, ink color Black – Recycled

Same as the above Item No. 40, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 41: M1-CO-PT Administrative Review of Property Tax Appeal Board NUMBERED Jacket, ink color Black

This item is 2016 County Jacket for Administrative Review of Property Tax Appeal Board cases

Item Id. No. 1.3.12

Legend M1-CO-PT-50-2016-(ITEM 1.3.12).

Amount 50 NUMBERED Jackets. 16COPT 000001 to 16COPT 000050 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.

Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material.

Expansion 1.50 inch expansion that can hold 2 pounds of paper

Jacket Size The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"

Construction The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be a one piece construction, open side with a 1.5" W fold expansion and inside seams. Two ply glued back piece that extends the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches).

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The tab must extend at least ½ inch into the gusset.

Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 ½ inch wide, Mylar coated, preprinted and fully glued to end tab. The year code box measures ¾ of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with ½ inch characters, "CO", black letters on white field. The case type code box shall be 1 and ½ inches high by 1 and 1/8 inches with 2 characters, "PT" in vertical position, white letters with black outline in a Dark Blue field. Numeric code boxes ¾ inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.

Delivery Info Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the Clerk of the Circuit Court, 50 W. Washington St., Room 1201, Chicago, IL 60602 between the hours of 9:00 A.M. to 3:00 P.M. Monday through Friday except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 40 feet long.

Item Number 41A: M1-CO-PT Administrative Review of Property Tax Appeal Board NUMBERED Jacket, ink color Black – Recycled

Same as the above Item No. 41, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 42: M1-CO-SA Special Assessment NUMBERED Jacket, ink color Black

This item is 2016 County Jacket for Special Assessment cases

Item Id. No. 1.3.13

Legend M1-CO-SA-50-2016-(ITEM 1.3.13).

Amount 50 NUMBERED Jackets. 16COSA 000001 to 16COSA 000050 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.

Jacket Paper 15 point Manila paper with a basis weight of 200 lbs., non-recycled material.

Expansion No expansion that can hold 1 pound of paper

Jacket Size The overall size is 9" X 12" with a pocket body size of 8 ½" X 12"

Construction The top of the front of the jacket shall be ½" lower than the back of the jacket. This is a flat pocket with no expansion and flaps must extend at least an inch

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past the fold. The file jacket must be made of acid-free paper. No side tab.

Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 ½ inch wide, Mylar coated, preprinted and fully glued to end tab. The year code box measures ¾ of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with ½ inch characters, "CO", black letters on white field. The case type code box shall be 1 and ½ inches high by 1 and 1/8 inches with 2 characters, "SA" in vertical position, white letters with black outline in a Light Green field. Numeric code boxes, ¾ inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.

Delivery Info Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the Clerk of the Circuit Court, 50 W. Washington St., Room 1201, Chicago, IL 60602 between the hours of 9:00 A.M. to 3:00 P.M. Monday through Friday except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 40 feet long.

Item Number 42A: M1-CO-SA Special Assessment NUMBERED Jacket, ink color Black – Recycled

Same as the above Item No. 42, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 43: M1-CO-TD Expunge Redemption / Tax Deed NUMBERED Jacket, ink color Black

This item is 2016 County Jacket for Expunge Redemption / Tax Deed cases

Item Id. No. 1.3.14

Legend M1-CO-TD-7000-2016-(ITEM 1.3.14).

Amount 7000 NUMBERED Jackets. 16COTD 000001 to 16COTD 007000 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.

Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material.

Expansion 1.75 inch expansion that can hold 4 pounds of paper

Jacket Size The overall size is 9" X 12-1/2" with a pocket body size of 8 ½" X 11-3/4"

Construction The top of the front of the jacket shall be ½" lower than the back and scored for

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"drop front". The expandable pocket is to be made of 5 separate pieces using a "hot-process glue-weld" construction with 6.5" high brown Tyvek mylar, reinforced gussets that glue to the front and back of interior lining and have a minimum tuck of 1/2" between the two front pieces and the two back pieces. Two ply glued back piece must extend the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.

Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch characters, "CO", black letters on white field. The case type code box shall be 1 and 1/2 inches high by 1 and 1/8 inches with 2 characters, "TD" in vertical position, white letters with black outline in a Yellow field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.

Delivery Info Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. There are two deliveries for this item. The first delivery will be at least the first 20% of the total order, which needs to be delivered to the Clerk of the Circuit Court, 50 W. Washington St., Room 1201, Chicago, IL 60602 between the hours of 9:00 A.M. to 3:00 P.M. Monday through Friday except court holidays. The second delivery will be the 80% balance of the total order, which needs to be delivered to the Clerk of the Circuit Court, warehouse, 1330 S. 54th Avenue., Cicero, Ill. 600804, between the hours of 7:00 A.M. to 2:00 P.M., Monday through Friday, except court holidays.

All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 40 feet long for the first delivery.

**Item Number 43A: M1-CO-TD Expunge Redemption / Tax Deed
NUMBERED Jacket, ink color Black – Recycled**

Same as the above Item No. 43, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 44: M1-CO-TO Tax Objections NUMBERED Jacket, ink color Black

This item is 2016 County Jacket for Tax Objections cases

Item Id. No. 1.3.15

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Legend	M1-CO-TO-14000-2016-(ITEM 1.3.15).
Amount	14000 NUMBERED Jackets. 16COTO 000001 to 16COTO 014000 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.
Jacket Paper	11 point Manila paper with a basis weight of 150 lbs., non-recycled material.
Expansion	1.75 inch expansion that can hold 4 pounds of paper
Jacket Size	The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"
Construction	The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be made of 5 separate pieces using a "hot-process glue-weld" construction with 6.5" high brown Tyvek mylar, reinforced gussets that glue to the front and back of interior lining and have a minimum tuck of 1/2" between the two front pieces and the two back pieces. Two ply glued back piece must extend the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.
Strip Label	A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch characters, "CO", black letters on white field. The case type code box shall be 1 and 1/2 inches high by 1 and 1/8 inches with 2 characters, "TO" in vertical position, white letters with black outline in a Gold field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.
Delivery Info	<p>Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. There are two deliveries for this item. The first delivery will be at least the first 20% of the total order, which needs to be delivered to the Clerk of the Circuit Court, 50 W. Washington St., Room 1201, Chicago, IL 60602 between the hours of 9:00 A.M. to 3:00 P.M. Monday through Friday except court holidays. The second delivery will be the 80% balance of the total order, which needs to be delivered to the Clerk of the Circuit Court warehouse, 1330 S. 54th Avenue, Cicero, Ill. 60804, between the hours of 7:00 A.M. and 2:00 P.M., Monday through Friday, except court holidays.</p> <p>All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 40 feet long for the first delivery.</p>

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Same as the above Item No. 44, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 45: M1-CO-VT Vacate Tax Sale Tax NUMBERED Jacket, ink color Black

This item is 2016 County Jacket for Vacate Tax Sale Tax cases

Item Id. No. 1.3.16

Legend M1-CO-VT-1700-2016-(ITEM 1.3.16).

Amount 1700 NUMBERED Jackets. 16COVT 000001 to 16COVT 001700 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.

Jacket Paper 15 point Manila paper with a basis weight of 200 lbs., non-recycled material.

Expansion No expansion that can hold 1 pound of paper

Jacket Size The overall size is 9" X 12" with a pocket body size of 8 ½" X 12"

Construction The top of the front of the jacket shall be ½" lower than the back of the jacket. This is a flat pocket with no expansion and flaps must extend at least an inch past the fold. The file jacket must be made of acid-free paper. No side tab.

Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 ½ inch wide, Mylar coated, preprinted and fully glued to end tab. The year code box measures ¾ of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with ½ inch characters, "CO", black letters on white field. The case type code box shall be 1 and ½ inches high by 1 and 1/8 inches with 2 characters, "VT" in vertical position, white letters with black outline in a Pink field. Numeric code boxes ¾ inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.

Delivery Info Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the Clerk of the Circuit Court, 50 W. Washington St., Room 1201, Chicago, IL 60602 between the hours of 9:00 A.M. to 3:00 P.M. Monday through Friday except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to

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be less than 40 feet long.

Item Number 45A: M1-CO-VT Vacate Tax Sale Tax NUMBERED Jacket, ink color Black – Recycled

Same as the above Item No. 45, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 46: M1-CO-AD-UN Adoption (UN) UNNUMBERED Jacket, ink color Hot Pink

This item is 2016 County Jacket for Adoption (UN) cases

Item Id. No. 1.3.17

Legend M1-CO-AD-UN-200-2016-(ITEM 1.3.17).

Amount 200 UNNUMBERED Jackets.

Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material.

Expansion 1.75 inch expansion that can hold 4 pounds of paper

Jacket Size The overall size is 9" X 12-1/2" with a pocket body size of 9" X 11-3/4"

Construction The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable wallet, with Velcro closure, to be made of 5 separate pieces using a "hot-process glue-weld" construction with 6.5" high brown Tyvek Mylar, reinforced gussets that glue to the front and back of interior lining and have a minimum tuck of 1/2" between the two front pieces and the two back pieces. Two ply glued back piece must extend the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.

Strip Label None

Delivery Info Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the Clerk of the Circuit Court, 50 W. Washington St., Room 1201, Chicago, IL 60602 between the hours of 9:00 A.M. to 3:00 P.M. Monday through Friday except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 40 feet long.

Item Number 46A: M1-CO-AD-UN Adoption (UN) UNNUMBERED Jacket, ink color Hot Pink – Recycled

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Same as the above Item No. 46, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 47: M1-CO-CI Confidential Intermediary NUMBERED Jacket, ink color Hot Pink

This item is 2016 County Jacket for Confidential Intermediary cases

Item Id. No. 1.3.18

Legend M1-CO-CI-200-2016-(ITEM 1.3.18).

Amount 200 NUMBERED Jackets. 16COCI 000001 to 16COCI 000200 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.

Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material.

Expansion 1.75 inch expansion that can hold 4 pounds of paper

Jacket Size The overall size is 9" X 12-1/2" with a pocket body size of 9" X 11-3/4"

Construction The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable wallet, with Velcro closure, to be made of 5 separate pieces using a "hot-process glue-weld" construction with 6.5" high brown Tyvek Mylar, reinforced gussets that glue to the front and back of the interior lining and have a minimum tuck of 1/2" between the two front pieces and the two back pieces. Two ply glued back piece must extend the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.

Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch characters, "CO", black letters on white field. The case type code box shall be 1 and 1/2 inches high by 1 and 1/8 inches with 2 characters, "CI" in vertical position, white letters with black outline in a Red field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.

Delivery Info Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the Clerk of the Circuit Court, 50 W. Washington St., Room 1201, Chicago, IL 60602 between the hours of 9:00 A.M. to 3:00 P.M. Monday through Friday except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that

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are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 40 feet long for the first delivery.

Item Number 47A: M1-CO-CI Confidential Intermediary NUMBERED Jacket, ink color Hot Pink – Recycled

Same as the above Item No. 47, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 48: M1-CO-NC Change of Name NUMBERED Jacket, ink color Black

This item is 2016 County Jacket for Change of Name cases

Item Id. No. 1.3.19

Legend M1-CO-NC-1100-2016-(ITEM 1.3.19).

Amount 1100 NUMBERED Jackets. 16CONC 000001 to 16CONC 001100 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.

Jacket Paper 15 point Manila paper with a basis weight of 200 lbs., non-recycled material.

Expansion No expansion that can hold 1 pound of paper

Jacket Size The overall size is 9" X 12" with a pocket body size of 8 ½" X 12"

Construction The top of the front of the jacket shall be ½" lower than the back of the jacket. This is a flat pocket with no expansion and flaps must extend at least an inch past the fold. File jacket must be made of acid-free paper. No side tab.

Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 ½ inch wide, Mylar coated, preprinted and fully glued to end tab. The year code box measures ¾ of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with ½ inch characters, "CO", black letters on white field. The case type code box shall be 1 and ½ inches high by 1 and 1/8 inches with 2 characters, "NC" in vertical position, white letters with black outline in a Kelly Green field. Numeric code boxes ¾ inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.

Delivery Info Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the Clerk of the Circuit Court, 50 W. Washington St., Room 1201, Chicago, IL 60602 between the hours of 9:00 A.M. to 3:00 P.M. Monday through Friday except court holidays. All pallets must

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have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 40 feet long.

Item Number 48A: M1-CO-NC Change of Name NUMBERED Jacket, ink color Black – Recycled

Same as the above Item No. 48, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 49: M1-CO-TR Real Estate Tax Refund NUMBERED Jacket, ink color Black

This item is 2016 County Jacket for Real Estate Tax Refund cases

Item Id. No. 1.3.20

Legend M1-CO-TR-150-2016-(ITEM 1.3.20).

Amount 150 NUMBERED Jackets. 16COTR 000001 to 16COTR 000150 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.

Jacket Paper 15 point Manila paper with a basis weight of 200 lbs., non-recycled material.

Expansion No expansion that can hold 1 pound of paper

Jacket Size The overall size is 9" X 12-1/2" with a pocket body size of 9" X 11-3/4"

Construction The top of the front of the jacket shall be 1/2" lower than the back of the jacket. This is a flat pocket with no expansion and flaps must extend at least an inch past the fold. File jacket must be made of acid-free paper. No side tab.

Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch characters, "CO", black letters on white field. The case type code box shall be 1 and 1/2 inches high by 1 and 1/8 inches with 2 characters, "TR" in vertical position, white letters with black outline in a Orange field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.

Delivery Info Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the Clerk of the Circuit Court, 50 W. Washington St., Room 1201, Chicago, IL 60602 between the hours of 9:00 A.M.

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to 3:00 P.M. Monday through Friday except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 40 feet long.

Item Number 49A: M1-CO-TR Real Estate Tax Refund NUMBERED Jacket, ink color Black – Recycled

Same as the above Item No. 49, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 50: M1-CO-PN Real Parental Notification NUMBERED Jacket, ink color Black

This item is 2016 County Jacket for Parental Notification cases

Item Id. No. 1.3.21

Legend M1-CO-PN-200-2016-(ITEM 1.3.21).

Amount 200 NUMBERED Jackets. 16COPN 000001 to 16COPN 000200 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.

Jacket Paper 15 point Manila paper with a basis weight of 200 lbs., non-recycled material.

Expansion No expansion that can hold 1 pound of paper

Jacket Size The overall size is 9" X 12-1/2" with a pocket body size of 9" X 11-3/4"

Construction The top of the front of the jacket shall be 1/2" lower than the back of the jacket. This is a flat pocket with no expansion and flaps must extend at least an inch past the fold. File jacket must be made of acid-free paper. No side tab.

Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch characters, "CO", black letters on white field. The case type code box shall be 1 and 1/2 inches high by 1 and 1/8 inches with 2 characters, "PN" in vertical position, white letters with black outline in a Orange field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.

Delivery Info Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the Clerk of the Circuit Court, 50 W. Washington St., Room 1201, Chicago, IL 60602 between the hours of

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9:00 A.M. to 3:00 P.M. Monday through Friday except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 40 feet long.

Item Number 50A: M1-CO-PN Parental Notification NUMBERED Jacket, ink color Black – Recycled

Same as the above Item No. 50, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 51: M1-CM-DV Domestic Violence NUMBERED Jacket, ink color Orange

This item is 2016 Criminal Department Jacket for Domestic Violence cases

Item Id. No. 1.4.1

Legend M1-CM-DV-16000-2016-(ITEM 1.4.1).

Amount 16000 NUMBERED Jackets. 16DV 70001 to 16DV 86000 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.

Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material.

Expansion 1.50 inch expansion that can hold 2 pounds of paper

Jacket Size The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"

Construction The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be a one piece construction, open side with a 1.5" W fold expansion and inside seams. Two ply glued back piece that extends the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.

Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch characters, "DV", black letters on white field. 3/4" –numeric codes with 5 digits split into 2 groups, the first two digits then the last 3 digits, white letters with black outline in color field The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.

Delivery Info Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. There are two deliveries for this item. The first delivery will be at least the first 25% of the total order which, needs to be delivered to the Clerk of the Circuit

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Court, 4000 file jackets will be delivered to Domestic Violence Court, 555 W. Harrison St., Chicago, IL 60607 and 1000 file jackets will be delivered to Central Bond Court, 2650 S. California, Chicago, IL, 60607, Room 111, between the hours of 9:00 A.M. to 3:00 P.M. Monday through Friday except court holidays. The second delivery will be the 75% balance of the total order, which needs to be delivered to the Clerk of the Circuit Court warehouse, 1330 S. 54th Avenue., Cicero, Ill. 60804, between the hours of 7:00 A.M. to 2:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 30 feet long for the first delivery.

Item Number 51A: M1-CM-DV Domestic Violence NUMBERED Jacket, ink color Orange – Recycled

Same as the above Item No. 51, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 52: M1-CM-FI Felony Information NUMBERED Jacket, ink color Silver

This item is 2016 Criminal Department Jacket for Felony Information cases

Item Id. No. 1.4.2

Legend M1-CM-FI-500-2016-(ITEM 1.4.2).

Amount 500 NUMBERED Jackets. 16C1 10001 to 16C1 10500 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.

Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material.

Expansion 1.75 inch expansion that can hold 4 pounds of paper

Jacket Size The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"

Construction The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be made of 5 separate pieces using a "hot-process glue-weld" construction with 6.5" high brown Tyvek mylar, reinforced gussets that glue to the front and back of interior lining and have a minimum tuck of 1/2" between the two front pieces and the two back pieces. Two ply glued back piece must extend the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.

Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch characters, "C", black letters on white field. The case type code box shall be 1 and 1/2 inches high by 1 and 1/8 inches with 2

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characters, "1" in vertical position, white letters with black outline in a Silver field. Numeric code boxes $\frac{3}{4}$ inches by 1 and $\frac{7}{16}$ inches high for each digit with 6 digits split into 2 groups of 3 digits each, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.

Delivery Info Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the Clerk of the Circuit Court, **1330 S. 54th Avenue, Cicero, IL 60804** between the hours of 7:00 A.M. to 2:00 P.M. Monday through Friday except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck can be any size truck.

Item Number 52A: M1-CM-FI Felony Information NUMBERED Jacket, ink color Silver – Recycled

Same as the above Item No. 52, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 53: M1-CM-FP Felony Preliminary Hearing NUMBERED Jacket, ink color Blue

This item is 2016 Criminal Department Jacket for Felony Preliminary Hearing cases

Item Id. No. 1.4.3

Legend M1-CM-FP-40000-2016-(ITEM 1.4.3).

Amount 40000 NUMBERED Jackets. 16MC1 100001 to 16MC1 140000 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.

Jacket Paper 15 point Manila paper with a basis weight of 200 lbs., non-recycled material.

Expansion No expansion that can hold 1 pound of paper

Jacket Size The overall size is 9" X 12" with a pocket body size of 8 1/2" X 12"

Construction The top of the front of the jacket shall be 1/2" lower than the back of the jacket. This is a flat pocket with no expansion and flaps must extend at least an inch past the fold. The file jacket must be made of acid-free paper. No side tab.

Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch characters, "MC", black letters on white field. The case type code box shall be 1 and 1/2 inches high by 1 and 1/8 inches with 2 characters, "1" in vertical position, white letters with black outline in a Blue field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6

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digits split into 2 groups of 3 digits each, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.

Delivery Info Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. There are two deliveries for this item. The first delivery will be at least the first 25% of the total order and needs to be delivered to the Clerk of the Circuit Court, 1330 S. 54th AVENUE, Cicero, IL 60804 between the hours of 7:00 A.M. to 2:00 P.M. Monday through Friday except court holidays. The second delivery will be the 75% balance of the total order and needs to be delivered to the Clerk of the Circuit Court warehouse, 1330 S. 54th AVENUE., Cicero, Ill. 60804, between the hours of 7:00 A.M. to 2:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck can be any size truck.

Item Number 53A: M1-CM-FP Felony Preliminary Hearing NUMBERED Jacket, ink color Blue – Recycled

Same as the above Item No. 53, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 54: M1-CM-MI Misdemeanor NUMBERED Jacket, ink color Magenta

This item is 2016 Criminal Department Jacket for Misdemeanor cases

Item Id. No. 1.4.4

Legend M1-CM-MI-110250-2016-(ITEM 1.4.4).

Amount 110250 NUMBERED Jackets. 16MC1 185001 to 16MC1 295250 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.

Jacket Paper 15 point Manila paper with a basis weight of 200 lbs., non-recycled material.

Expansion No expansion that can hold 1 pound of paper

Jacket Size The overall size is 9" X 12" with a pocket body size of 8 ½ " X 12"

Construction The top of the front of the jacket shall be ½" lower than the back of the jacket. This is a flat pocket with no expansion and flaps must extend at least an inch past the fold. The file jacket must be made of acid-free paper. No side tab.

Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 ½ inch wide, Mylar coated, preprinted and fully glued to end tab. The year code box measures ¾ of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-

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inch high white box with ½ inch characters, "MC", black letters on white field. The case type code box shall be 1 and ½ inches high by 1 and 1/8 inches with 2 characters, "1" in vertical position, white letters with black outline in a Magenta field. Numeric code boxes ¾ inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.

Delivery Info Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. There are two deliveries for this item. The first delivery will be at least the first 25% of the total order, which needs to be delivered to the Clerk of the Circuit Court, 1330 S. 54th AVENUE, Cicero, IL 60804 between the hours of 7:00 A.M. to 2:00 P.M. Monday through Friday except court holidays. The second delivery will be the 75% balance of the total order which will be delivered to the Clerk of the Circuit Court warehouse, 1330 S. 54th AVENUE., Cicero, Ill. 60804, between the hours of 7:00 A.M. to 2:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck can be any size truck.

Item Number 54A: M1-CM-MI Misdemeanor NUMBERED Jacket, ink color Magenta – Recycled

Same as the above Item No. 54, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 55: M1-CM-MR Miscellaneous Remedy NUMBERED Jacket, ink color Black

This item is 2016 Criminal Department Jacket for Miscellaneous Remedy cases

Item Id. No.	1.4.5
Legend	M1-CM-MR-2000-2016-(ITEM 1.4.5).
Amount	2000 NUMBERED Jackets. 16MC1 600001 to 16MC1 602000 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.
Jacket Paper	15 point Manila paper with a basis weight of 200 lbs., non-recycled material.
Expansion	No expansion that can hold 1 pound of paper
Jacket Size	The overall size is 9" X 12" with a pocket body size of 8 ½ " X 12"
Construction	The top of the front of the jacket shall be ½" lower than the back of the jacket. This is a flat pocket with no expansion and flaps must extend at least an inch past the fold. The file jacket must be made of acid-free paper. No side tab.

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Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 ½ inch wide, Mylar coated, preprinted and fully glued to end tab. The year code box measures ¾ of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with ½ inch characters, "MC", black letters on white field. The case type code box shall be 1 and ½ inches high by 1 and 1/8 inches with 2 characters, "1" in vertical position, white letters with black outline in a Black field. Numeric code boxes ¾ inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.

Delivery Info Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the Clerk of the Circuit Court, 50 W. Washington St., Room 1006, Chicago, IL 60602 between the hours of 9:00 A.M. to 3:00 P.M. Monday through Friday except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 40 feet long.

Item Number 55A: M1-CM-MR Miscellaneous Remedy NUMBERED Jacket, ink color Black – Recycled

Same as the above Item No. 55, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 56: M1-CM-SU Supplemental (UN) UNNUMBERED Jacket, ink color Green

This item is 2016 Criminal Department Jacket for Supplemental (UN) cases

Item Id. No. 1.4.6

Legend M1-CM-SU-15000-2016-(ITEM 1.4.6).

Amount 15000 UNNUMBERED Jackets.

Jacket Paper 15 point Manila paper with a basis weight of 200 lbs., non-recycled material.

Expansion No expansion that can hold 1 pound of paper

Jacket Size The overall size is 9" X 12" with a pocket body size of 8 ½ " X 12"

Construction The top of the front of the jacket shall be ½" lower than the back of the jacket. This is a flat pocket with no expansion and flaps must extend at least an inch past the fold. The file jacket must be made of acid-free paper. No side tab.

Strip Label None

Delivery Info Before any delivery can be made, the Clerk's Office must be contacted so that

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the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. There are two deliveries for this item. The first delivery will be at least the first 25% of the total order, which needs to be delivered to the Clerk of the Circuit Court, 1330 S. 54th AVENUE., Cicero, IL 60804 between the hours of 7:00 A.M. to 2:00 P.M. Monday through Friday except court holidays. The second delivery will be the 75% balance of the total order, which needs to be delivered to the Clerk of the Circuit court warehouse, 1330 S. 54th AVENUE., Cicero, Ill. 60804, between the hours of 7:00 A.M. to 2:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck can be any size truck.

Item Number 56A: M1-CM-SU Supplemental (UN) UNNUMBERED Jacket, ink color Green – Recycled

Same as the above Item No. 56, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 57: M1-DR-DR Domestic Relations NUMBERED Jacket, ink color Black

This item is 2016 Domestic Relations Jacket for Domestic Relations cases

Item Id. No. 1.5.1

Legend M1-DR-DR-14000-2016-(ITEM 1.5.1).

Amount 14000 NUMBERED Jackets. 16D 00001 to 16D 14000 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.

Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material.

Expansion 3.5 inch expansion that can hold 8 pounds of paper

Jacket Size The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"

Construction The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be made of 5 separate pieces using a "hot-process glue-weld" construction with 6.5" high brown Tyvek mylar, reinforced gussets that glue to the front and back of interior lining and have a minimum tuck of 1/2" between the two front pieces and the two back pieces. Two ply glued back piece must extend the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.

Strip Label A full glued, pressure-sensitive label. 8" strip label, 1 1/2" wide, mylar coated, preprinted and attached to end tab. 3/4" –year code. 2" –Case number code "D", black letters on white field. 3/4" –numeric codes with 5 digits split into 2 groups, the first two digits then the last 3 digits, white letters with black outline in color

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field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.

Delivery Info Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. There are two deliveries for this item. The first delivery will be at least the first 20% of the total order, which needs to be delivered to the Clerk of the Circuit Court 50 W. Washington, Room 802, Chicago, IL 60602 between the hours of 9:00 A.M. to 3:00 P.M. Monday through Friday except court holidays. The second delivery will be the 80% balance of the total order, which needs to be delivered to the Clerk of the Circuit Court warehouse, **1330 S. 54th AVENUE., Cicero, Ill. 60804**, between the hours of 7:00 A.M. to 2:00 P.M., Monday through Friday, except for court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 40 feet long for the first delivery.

Item Number 57A: M1-DR-DR Domestic Relations NUMBERED Jacket, ink color Black – Recycled

Same as the above Item No. 57, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 58: M1-DR-OP Order of Protection NUMBERED Jacket, ink color Black

This item is 2016 Domestic Relations Jacket for Order of Protection cases

Item Id. No. 1.5.2

Legend M1-DR-OP-13000-2016-(ITEM 1.5.2).

Amount 13000 NUMBERED Jackets. 16OP 70001 to 16OP 83000 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.

Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material.

Expansion 1.75 inch expansion that can hold 4 pounds of paper

Jacket Size The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"

Construction The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be made of 5 separate pieces using a "hot-process glue-weld" construction with 6.5" high brown Tyvek Mylar, reinforced gussets that glue to the front and back of interior lining and have a minimum tuck of 1/2" between the two front pieces and the two back pieces. Two ply glued back piece must extend the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full

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cut reinforced end tab with 8 embossed score marks and 1-inch undercut, $\frac{3}{4}$ inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least $\frac{1}{2}$ inch into the gusset.

Strip Label A full glued, pressure-sensitive label. 8" strip label, 1 $\frac{1}{2}$ " wide, Mylar coated, preprinted and attached to end tab. $\frac{3}{4}$ " –year code. 2" –Case number code "OP", black letters on white field. $\frac{3}{4}$ " –numeric codes with 5 digits split into 2 groups, the first two digits then the last 3 digits, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.

Delivery Info Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. There are two deliveries for this item. The first delivery will be at least the first 20% of the order, which needs to be delivered to the Clerk of the Circuit Court, 555 W. Harrison St., Chicago, IL 60607 between the hours of 9:00 A.M. to 3:00 P.M. Monday through Friday except court holidays. The second delivery will be the 80% balance of the total order, which needs to be delivered to the Clerk of the Circuit Court warehouse, **1330 S. 54th AVENUE., Cicero, Ill. 60804**, between the hours of 7:00 A.M. to 2:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 30 feet long for the first delivery.

Item Number 58A: M1-DR-OP Order of Protection NUMBERED Jacket, ink color Black – Recycled

Same as the above Item No. 58, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 59: M1-LW-LW Law (General) NUMBERED Jacket, ink color Black

This item is 2016 Law Jacket for Law (General) cases

Item Id. No. 1.6.1

Legend M1-LW-LW-15000-2016-(ITEM 1.6.1).

Amount 15000 NUMBERED Jackets. 16LWLW 000001 to 16LWLW 015000 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.

Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material.

Expansion 3.5 inch expansion that can hold 8 pounds of paper

Jacket Size The overall size is 9" X 12-1/2" with a pocket body size of 8 $\frac{1}{2}$ " X 11-3/4"

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Construction The top of the front of the jacket shall be $\frac{1}{2}$ " lower than the back and scored for "drop front". The expandable pocket is to be made of 5 separate pieces using a "hot-process glue-weld" construction with 6.5" high brown Tyvek mylar, reinforced gussets that glue to the front and back of interior lining have a minimum tuck of $\frac{1}{2}$ " between the two front pieces and the two back pieces. Two ply glued back piece must extend the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, $\frac{3}{4}$ inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least $\frac{1}{2}$ inch into the gusset.

Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 $\frac{1}{2}$ inch wide, Mylar coated, preprinted and fully glued to end tab. The year code box measures $\frac{3}{4}$ of an inch by 1 and $\frac{1}{8}$ of an inch wide. Below, the division code shall be in a 1-inch high white box with $\frac{1}{2}$ inch characters, "LW", black letters on white field. The case type code box shall be 1 and $\frac{1}{2}$ inches high by 1 and $\frac{1}{8}$ inches with 2 characters, "LW" in vertical position, white letters with black outline in a Brown field. Numeric code boxes $\frac{3}{4}$ inches by 1 and $\frac{7}{16}$ inches high for each digit with 6 digits split into 2 groups of 3 digits each, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.

Delivery Info Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. There are two deliveries for this item. The first delivery will be at least the first 20% of the total order, which needs to be delivered to the Clerk of the Circuit Court, 50 W. Washington, Room 801, Chicago, IL 60602 between the hours of 9:00 A.M. to 3:00 P.M. Monday through Friday, except court holidays. The second delivery will be the 80% balance of the total order, which will be delivered to the Clerk of the Circuit Court warehouse, **1330 S. 54th AVENUE., Cicero, Ill. 60804**, between the hours of 7:00 A.M. to 2:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 40 feet long for the first delivery.

Item Number 59A: M1-LW-LW Law (General) NUMBERED Jacket, ink color Black – Recycled

Same as the above Item No. 59, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 60: M1-LW-TM Law (Tax & Misc.) NUMBERED Jacket, ink color Black

This item is 2016 Law Jacket for Law (Tax & Misc.) cases

Item Id. No. 1.6.2

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Legend	M1-LW-TM-1500-2016-(ITEM 1.6.2).
Amount	1500 NUMBERED Jackets. 16LWTM 050001 to 16LWTM 051500 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.
Jacket Paper	11 point Manila paper with a basis weight of 150 lbs., non-recycled material.
Expansion	3.5 inch expansion that can hold 8 pounds of paper
Jacket Size	The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"
Construction	The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be made of 5 separate pieces using a "hot-process glue-weld" construction with 6.5" high brown Tyvek mylar, reinforced gussets that glue to the front and back of interior lining and have a minimum tuck of 1/2" between the two front pieces and the two back pieces. Two ply glued back piece must extend the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.
Strip Label	A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch characters, "LW", black letters on white field. The case type code box shall be 1 and 1/2 inches high by 1 and 1/8 inches with 2 characters, "TM" in vertical position, white letters with black outline in a Yellow field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.
Delivery Info	Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the Clerk of the Circuit Court, 50 W. Washington, Room 801, Chicago, IL 60602 between the hours of 9:00 A.M. to 3:00 P.M. Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 40 feet long.

Item Number 60A: M1-LW-TM Law (Tax & Misc.) NUMBERED Jacket, ink color Black – Recycled

Same as the above Item No. 60, but printed on recycled paper. Recycled paper

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shall have 30% recovered content and 30% postconsumer content.

Item Number 61: M1-PR-PR Probate NUMBERED Jacket, ink color Black

This item is 2016 Probate Jacket for Probate cases

Item Id. No. 1.7.1

Legend M1-PR-PR-8500-2016-(ITEM 1.7.1).

Amount 8500 NUMBERED Jackets. 16P 000001 to 16P 008500 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.

Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material.

Expansion 3.5 inch expansion that can hold 8 pounds of paper

Jacket Size The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"

Construction The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be made of 5 separate pieces using a "hot-process glue-weld" construction with 6.5" high brown Tyvek Mylar, reinforced gussets that glue to the front and back of interior lining and have a minimum tuck of 1/2" between the two front pieces and the two back pieces. Two ply glued back piece must extend the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.

Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted, and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch characters, "P", black letters on a white field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.

Delivery Info Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. There are two deliveries for this item. The first delivery will be for the first 50% of the total order, which needs to be delivered to the Clerk of the Circuit Court, 50 W. Washington, Room 1202, Chicago, IL 60602 between the hours of 9:00 A.M. to 3:00 P.M. Monday through Friday, except court holidays. The second delivery will be for the 50% balance of the total order, which will be delivered to the Clerk of the Circuit Court warehouse, 1330 S. 54th AVENUE., Cicero, Ill. 60804, between the hours of 7:00 A.M. to 2:00 p.m., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of

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paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 40 feet long for the first delivery.

Item Number 61A: M1-PR-PR Probate NUMBERED Jacket, ink color Black – Recycled

Same as the above Item No. 61, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 62: M1-CM-MITR Misdemeanor/Traffic NUMBERED Jacket, ink color Magenta

This item is 2016 Criminal Misdemeanor Jacket for Traffic Misdemeanor cases

Item Id. No. 1.8.1

Legend M1-CM-MITR-1000-2016-(ITEM 1.8.1).

Amount 1000 NUMBERED Jackets. 16MC1 500001 to 16MC1 501000 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.

Jacket Paper 15 point Manila paper with a basis weight of 200 lbs., non-recycled material.

Expansion No expansion that can hold 1 pound of paper

Jacket Size The overall size is 9" X 12" with a pocket body size of 8 ½" X 12"

Construction The top of the front of the jacket shall be ½" lower than the back of the jacket. This is a flat pocket with no expansion and flaps must extend at least an inch past the fold. The file jacket must be made of acid-free paper. No side tab.

Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 ½ inch wide, Mylar coated, preprinted and fully glued to end tab. The year code box measures ¾ of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with ½ inch characters, "MC", black letters on white field. The case type code box shall be 1 and ½ inches high by 1 and 1/8 inches with 2 characters, "1" in vertical position, white letters with black outline in a Magenta field. Numeric code boxes ¾ inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.

Delivery Info Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the Clerk of the Circuit Court, 50 W. Washington, Chicago, IL 60602, Room 1006 between the hours of 9:00 A.M. to 3:00 P.M. Monday through Friday, except court holidays. All pallets must have

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an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 40 feet long for the first delivery.

Item Number 62A: M1-CM-MITR Misdemeanor/Traffic NUMBERED Jacket, ink color Magenta – Recycled

Same as the above Item No. 62, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 63: M1-TR-DU Traffic UNNUMBERED Jacket, ink color Black

This item is 2016 Traffic Jacket for Traffic cases

Item Id. No. 1.8.2

Legend M1-TR-DU-85000-2016-(ITEM 1.8.2).

Amount 85000 UNNUMBERED Jackets.

Jacket Paper 15 point Manila paper with a basis weight of 200 lbs., non-recycled material.

Expansion No expansion that can hold 1 pound of paper

Jacket Size The overall size is 9" X 12" with a pocket body size of 8 1/2" X 12"

Construction The top of the front of the jacket shall be 1/2" lower than the back of the jacket. This is a flat pocket with no expansion and flaps must extend at least an inch past the fold. The file jacket must be made of acid-free paper. No side tab.

Strip Label None

Delivery Info Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. There are two deliveries for this item. The first delivery will be at least the first 20% of the total order, which needs to be delivered to each of the following locations: the Clerk of the Circuit Court, 2650 S. California Ave., Lower Level, Chicago, IL 60608 and Districts 2 through 6 (addresses and quantities for each location will be provided) between the hours of 9:00 A.M. to 3:00 P.M. Monday through Friday except court holidays. The second delivery will be the 80% balance of the total order, which needs to be delivered to the Clerk of the Circuit Court warehouse, 1330 S. 54th AVENUE., Cicero, Ill. 60804, between the hours of 7:00 A.M. to 2:00 P.M., Monday through Friday, except Court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, sign must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 30 feet long for the first delivery.

Item Number 63A: M1-TR-DU Traffic UNNUMBERED Jacket, ink color Black – Recycled

Same as the above Item No. 63, but printed on recycled paper. Recycled paper

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Same as the above Item No. 63, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 64: M1-CS-SA States Attorney Parentage "IV-D" NUMBERED Jacket, ink color Black

This item is 2016 Child Support Jacket for States Attorney Parentage "IV-D" cases

Item Id. No. 1.9.1

Legend M1-CS-SA-5500-2016-(ITEM 1.9.1).

Amount 5500 NUMBERED Jackets. 16D 50000 to 16D 54999 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.

Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material.

Expansion 1.75 inch expansion that can hold 4 pounds of paper

Jacket Size The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"

Construction The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be made of 5 separate pieces using a "hot-process glue-weld" construction with 6.5" high brown Tyvek mylar, reinforced gussets that glue to the front and back of interior lining and have a minimum tuck of 1/2" between the two front pieces and the two back pieces. Two ply glued back piece must extend the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.

Strip Label A full glued, pressure-sensitive label. 8" strip label, 1 1/2" wide, mylar coated, preprinted and attached to end tab. 3/4" -year code. 2" -Case number code "D", black letters on white field. 3/4" -numeric codes with 5 digits split into 2 groups, the first two digits then the last 3 digits, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.

Delivery Info Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. There are two deliveries for this item. The first delivery will be at least the first 50% of the total order, which needs to be delivered to the Clerk of the Circuit Court, ~~200 N. Dearborn Street, Suite 200, 500 W. Jackson, Room 1112~~ Chicago, IL 60602 between the hours of 9:00 A.M. to 3:00 P.M. Monday through Friday except court holidays. The second delivery will be for the 50% balance of the total order, which will be delivered to the Clerk of the Circuit Court warehouse, 1330 S. 54th AVENUE., Cicero, Ill. 60804, between the hours of 7:00 A.M. to 2:00 P.M., Monday through Friday, except for court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs

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must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 30 feet long and can have a maximum height of 12 feet for the first delivery.

Item Number 64A: M1-CS-SA States Attorney Parentage "IV-D"
NUMBERED Jacket, ink color Black – Recycled

Same as the above Item No. 64, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 65: M1-CS-PA Private Attorney NUMBERED Jacket, Ink color Black

This item is 2016 Child Support Jacket for Private Attorney cases

Item Id. No. 1.9.2

Legend M1-CS-PA-2600-2016-(ITEM 1.9.2).

Amount 2600 NUMBERED Jackets. 16D 79000 to 16D 81599 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.

Jacket Paper 11 point Manilla paper with a basis weight of 150 lbs., non-recycled material.

Expansion 1.75 inch expansion that can hold 4 pounds of paper

Jacket Size The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"

Construction The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be made of 5 separate pieces using a "hot-process glue-weld" construction with 6.5" high brown Tyvek mylar, reinforced gussets that glue to the front and back of interior lining and have a minimum tuck of 1/2" between the two front pieces and the two back pieces. Two ply glued back piece must extend the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.

Strip Label A full glued, pressure-sensitive label, 8" strip label, 1 1/2" wide, mylar coated, preprinted and attached to end tab. 3/4" –year code. 2" –Case number code "D", black letters on white field. 3/4" –numeric codes with 5 digits split into 2 groups, the first two digits then the last 3 digits, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.

Delivery Info Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the Clerk of the Circuit Court, ~~200 N. Clark Street, 2nd Floor, Washington~~

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Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 30 feet long and can have a maximum height of 12 feet.

Item Number 65A: M1-CS-PA Private Attorney NUMBERED Jacket, ink color Black – Recyled

Same as the above Item No. 65, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 66: M1-CS-UIFSA NUMBERED Jacket, ink color Black

This item is 2016 Child Support Jacket for UIFSA cases

Item Id. No. 1.9.3

Legend M1-CS-UIFSA-1500-2016-(ITEM 1.9.3).

Amount 1500 NUMBERED Jackets. 16D 90000 to 16D 91499 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.

Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material.

Expansion 1.75 inch expansion that can hold 4 pounds of paper

Jacket Size The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2 " X 11-3/4"

Construction The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be made of 5 separate pieces using a "hot-process glue-weld" construction with 6.5" high brown Tyvek mylar, reinforced gussets that glue to the front and back of interior lining and have a minimum tuck of 1/2" between the two front pieces and the two back pieces. Two ply glued back piece must extend the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.

Strip Label A full glued, pressure-sensitive label. 8" strip label, 1 1/2" wide, mylar coated, preprinted and attached to end tab. 3/4" –year code. 2" –Case number code "D", black letters on white field. 3/4" –numeric codes with 5 digits split into 2 groups, the first two digits then the last 3 digits, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.

Delivery Info Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must

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the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the Clerk of the Circuit Court, ~~20 N. Clark~~ ~~Street~~ ~~Room 1112~~, Chicago, IL 60602, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 30 feet long and can have a maximum height of 12 feet.

Item Number 66A: M1-CS-UIFSA NUMBERED Jacket, ink color Black – Recycled

Same as the above Item No. 66, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 67: M1-JJ-CP Abuse and Neglect NUMBERED Jacket, Ink color Black

This item is 2016 Child Protection Jacket for Abuse and Neglect cases

Item Id. No.	1.10.1
Legend	M1-JJ-CP-2000-2016-(ITEM 1.10.1).
Amount	2000 NUMBERED Jackets. 16JA 00001 to 16JA 02000 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.
Jacket Paper	11 point Manila paper with a basis weight of 150 lbs., non-recycled material.
Expansion	3.5 inch expansion that can hold 8 pounds of paper
Jacket Size	The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"
Construction	The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be made of 5 separate pieces using a "hot-process glue-weld" construction with 6.5" high brown Tyvek mylar, reinforced gussets that glue to the front and back of interior lining and have a minimum tuck of 1/2" between the two front pieces and the two back pieces. Two ply glued back piece must extend the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half-inch (8.5 inches). The tab must extend at least 1/2-inch into the gusset.
Strip Label	A full glued, pressure-sensitive label. 8" strip label, 1 1/2" wide, mylar coated, preprinted and attached to end tab. 3/4" –year code. 2" –Case number code "JA", black letters on white field. 3/4" –numeric codes with 5 digits split into 2 groups, the first two digits then the last 3 digits, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed

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Delivery Info Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the Clerk of the Circuit Court, 1100 S. Hamilton, Room 13, Chicago, IL 60612, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 30 feet long.

Item Number 67A: M1-JJ-CP Abuse and Neglect NUMBERED Jacket, ink color Black – Recycled

Same as the above Item No. 67, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 68: M1-JJ-JD Delinquency NUMBERED Jacket, ink color Black

This item is 2016 Juvenile Justice Jacket for Delinquency cases

Item Id. No. 1.11.1

Legend M1-JJ-JD-7000-2016-(ITEM 1.11.1).

Amount 7000 NUMBERED Jackets. 16JD 00001 to 16JD 07000 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.

Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material.

Expansion 1.75 inch expansion that can hold 4 pounds of paper

Jacket Size The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"

Construction The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be made of 5 separate pieces using a "hot-process glue-weld" construction with 6.5" high brown Tyvek mylar, reinforced gussets that glue to the front and back of interior lining and have a minimum tuck of 1/2" between the two front pieces and the two back pieces. Two ply glued back piece must extend the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.

Strip Label A full glued, pressure-sensitive label. 8" strip label, 1 1/2" wide, mylar coated, preprinted and attached to end tab. 3/4" –year code. 2" –Case number code "JD", black letters on white field. 3/4" –numeric codes with 5 digits split into 2 groups, the first two digits then the last 3 digits, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall

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have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.

Delivery Info Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. There are two deliveries for this item. The first delivery will be at least the first 20% of the total order, which needs to be delivered to the Clerk of the Circuit Court 1100 S. Hamilton, Room 13, Chicago, IL 60612, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. The second delivery will be the 80% balance of the total order, which needs to be delivered to the Clerk of the Circuit Court warehouse, 1330 S. 54th AVENUE., Cicero, Ill. 60804, between the hours of 7:00 A.M. to 2:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 30 feet long for the first delivery.

Item Number 68A: M1-JJ-JD Delinquency NUMBERED Jacket, ink color Black – Recycled

Same as the above Item No.68, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 69: M1-CR-CR Felony NUMBERED Jacket, ink color Black

This item is 2016 Criminal Felony Jacket for Felony cases

Item Id. No. 1.12.1

Legend M1-CR-CR-26000-2016-(ITEM 1.12.1).

Amount 26000 NUMBERED Jackets. 16CR 00001 to 16CR 26000 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.

Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material.

Expansion 3.5 inch expansion that can hold 8 pounds of paper

Jacket Size The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"

Construction The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be made of 5 separate pieces using a "hot-process glue-weld" construction with 6.5" high brown Tyvek mylar, reinforced gussets that glue to the front and back of interior lining and have a minimum tuck of 1/2" between the two front pieces and the two back pieces. Two ply glued back piece must extend the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4

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inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least ½ inch into the gusset.

Strip Label A full glued, pressure-sensitive label. 8" strip label, 1 ½" wide, mylar coated, preprinted and attached to end tab. ¾" –year code. 2" –Case number code "CR", black letters on white field. ¾" –numeric codes with 5 digits split into 2 groups, the first two digits then the last 3 digits, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.

Delivery Info Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. There are two deliveries for this item. The first delivery **must be delivered by November 1st** and will be at least the first 20% of the total order, which needs to be delivered to the Clerk of the Circuit Court, 2650 S. California Ave., Room 526, Chicago, IL 60608, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. The second delivery will be the 80% balance of the total order, which needs to be delivered to the Clerk of the Circuit Court warehouse, **1330 S. 54th AVENUE., Cicero, Ill. 60804, between the hours of 7:00 A.M. to 2:00 P.M., Monday through Friday**, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck can be any size truck.

Item Number 69A: M1-CR-CR Felony NUMBERED Jacket, ink color Black – Recycled

Same as the above Item No. 69, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 70: M1-CR-CR Felony (Elder Law) NUMBERED Jacket, ink color Black

This item is 2016 Criminal Felony Jacket for Felony cases

Item Id. No. 1.12.2

Legend M1-CR-CR-1000-2016-(ITEM 1.12.2).

Amount 1000 NUMBERED Jackets. 16CR 60001 to 16CR 61000 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.

Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material.

Expansion 3.5 inch expansion that can hold 8 pounds of paper

Jacket Size The overall size is 9" X 12-1/2" with a pocket body size of 8 ½ " X 11-3/4"

SPECIFICATIONS

- Construction** The top of the front of the jacket shall be ½" lower than the back and scored for "drop front". The expandable pocket is to be made of 5 separate pieces using a "hot-process glue-weld" construction with 6.5" high brown Tyvek mylar, reinforced gussets that glue to the front and back of interior lining and have a minimum tuck of ½" between the two front pieces and the two back pieces. Two ply glued back piece must extend the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, ¾ inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least ½ inch into the gusset.
- Strip Label** A full glued, pressure-sensitive label. 8" strip label, 1 ½" wide, mylar coated, preprinted and attached to end tab. ¾" –year code. 2" –Case number code "CR", black letters on white field. ¾" –numeric codes with 5 digits split into 2 groups, the first two digits then the last 3 digits, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.
- Delivery Info** Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item **must be delivered by November 1st** and will be delivered to the Clerk of the Circuit Court, 2650 S. California Ave., Room 526, Chicago, IL 60608, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck can be any size truck.

Item Number 70A: M1-CR-CR Felony (Elder Law) NUMBERED Jacket, ink color Black – Recycled

Same as the above Item No. 70, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 71: M1-CR-CC Contempt of Court NUMBERED Jacket, ink color Black

This item is 2016 Criminal Felony Jacket for Contempt of Court cases

Item Id. No. 1.12.3

Legend M1-CR-CC-300-2016-(ITEM 1.12.3).

Amount 300 NUMBERED Jackets. 16ACC 0001 to 16ACC 0300 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.

Jacket Paper 15 point Manila paper with a basis weight of 200 lbs., non-recycled material.

SPECIFICATIONS

- Expansion** No expansion that can hold 1 pound of paper
- Jacket Size** The overall size is 9" X 12" with a pocket body size of 8 ½" X 12"
- Construction** The top of the front of the jacket shall be ½" lower than the back of the jacket. This is a flat pocket with no expansion and flaps must extend at least an inch past the fold. The file jacket must be made of acid-free paper. No side tab.
- Strip Label** A full glued, pressure-sensitive label. 8-inch strip label, 1 ½ inch wide, Mylar coated, preprinted, and fully glued to end tab. The year code box measures ¾ of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with ½ inch characters, "A" "CC", black letters on a field. Numeric code boxes ¾ inches by 1 and 7/16 inches high for each digit with 4 digits split into 2 groups, the first 1 digit then the last 3 digits, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.
- Delivery Info** Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the Clerk of the Circuit Court, 2650 S. California Ave., Room 526, Chicago, IL 60608 between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck can be any size truck.

Item Number 71A: M1-CR-CC Contempt of Court NUMBERED Jacket, ink color Black – Recycled

Same as the above Item No. 71, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 72 M1-CR-MR Miscellaneous Remedy NUMBERED Jacket, ink color Black

This item is 2016 Criminal Felony Jacket for Miscellaneous Remedy cases

- Item Id. No.** 1.12.4
- Legend** M1-CR-MR-150-2016-(ITEM 1.12.4).
- Amount** 150 NUMBERED Jackets. 16MR 00001 to 16MR 00150 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.
- Jacket Paper** 11 point Manila paper with a basis weight of 150 lbs., non-recycled material.
- Expansion** 1.50 inch expansion that can hold 2 pounds of paper

SPECIFICATIONS

- Jacket Size** The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2 " X 11-3/4"
- Construction** The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be a one piece construction, open side with a 1.5" W fold expansion and inside seams. Two ply glued back piece that extends the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.
- Strip Label** A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch characters, "MR", black letters on white field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 5 digits split into 2 groups, the first two digits then the last 3 digits, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.
- Delivery Info** Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the Clerk of the Circuit Court, 2650 S. California Ave., Room 526, Chicago, IL 60609 between the hours of 9:00 A.M. to 3:00 P.M. Monday through Friday except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck can be any size truck.

Item Number 72A: M1-CR-MR Miscellaneous Remedy NUMBERED Jacket, ink color Black – Recycled

Same as the above Item No. 72, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 73: M1-CR-HC Habeas Corpus NUMBERED Jacket, ink color Black

This item is 2016 Criminal Felony Jacket for Habeas Corpus cases

Item Id. No. 1.12.5

Legend M1-CR-HC-100-2016-(ITEM 1.12.5).

Amount 100 NUMBERED Jackets. 16HCC 0001 to 16HCC 0100 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.

Jacket 15 point Manila paper with a basis weight of 200 lbs., non-recycled material.

SPECIFICATIONS**Paper**

Expansion No expansion that can hold 1 pound of paper

Jacket Size The overall size is 9" X 12" with a pocket body size of 8 ½" X 12"

Construction The top of the front of the jacket shall be ½" lower than the back of the jacket. This is a flat pocket with no expansion and flaps must extend at least an inch past the fold. The file jacket must be made of acid-free paper. No side tab.

Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 ½ inch wide, Mylar coated, preprinted and fully glued to end tab. The year code box measures ¾ of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with ½ inch characters, "H" "CC", black letters on white field. Numeric code boxes ¾ inches by 1 and 7/16 inches high for each digit with 4 digits split into 2 groups, the first digit then the last 3 digits, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.

Delivery Info Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the Clerk of the Circuit Court, 2650 S. California Ave., Room 526, Chicago, IL 60609, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck can be any size truck.

Item Number 73A: M1-CR-HC Habeas Corpus NUMBERED Jacket, ink color Black – Recycled

Same as the above Item No. 73, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 74: M1-CR-VM Child Victim Jackets UNNUMBERED, Jacket color RED, ink color Black

This item is 2016 Criminal Felony Jacket for Child Victim Jackets cases

Item Id. No. 1.12.6

Legend M1-CR-VM-400-2016-(ITEM 1.12.6).

Amount 400 UNNUMBERED Jackets.

Jacket Paper 15 point Red paper with a basis weight of 200 lbs., non-recycled material.

Expansion 3.5 inch expansion that can hold 8 pounds of paper

SPECIFICATIONS

- Jacket Size** The overall size is 10" X 15" with a pocket body size of 10" X 15"
- Construction** The top of the front of the jacket shall be the same height as the back as the back of the jacket. Wallet w/ Velcro closure and accordion expansion No side tab.
- Strip Label** None
- Delivery Info** Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the Clerk of the Circuit Court warehouse, 1330 S. 54th AVENUE., Cicero, Ill. 60804. Between the hours of 7:00 A.M. to 2:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck can be any size truck.

Item Number 74A: M1-CR-VM Child Victim Jackets UNNUMBERED Jacket, ink color Black - RECYCLED

Same as the above Item No. 74, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 75: D2-CV-NU Civil NUMBERED Jacket, ink color Black

This item is 2016 Civil Jacket for Civil cases

- Item Id. No.** 2.2.1
- Legend** D2-CV-NU-8000-2016-(ITEM 2.2.1).
- Amount** 8000 NUMBERED Jackets. 16M2 000001 to 16M2 008000 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.
- Jacket Paper** 11 point Manila paper with a basis weight of 150 lbs., non-recycled material.
- Expansion** 1.75 inch expansion that can hold 4 pounds of paper
- Jacket Size** The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"
- Construction** The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be made of 5 separate pieces using a "hot-process glue-weld" construction with 6.5" high brown Tyvek mylar, reinforced gussets that glue to the front and back of interior lining and have a minimum tuck of 1/2" between the two front pieces and the two back pieces. Two ply glued back piece must extend the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom

SPECIFICATIONS

half inch (8.5 inches). The tab must extend at least ½ inch into the gusset.

Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 ½ inch wide, Mylar coated, preprinted and fully glued to end tab. The year code box measures ¾ of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with ½ inch character, "M", black letter on white field. The case type code box shall be 1 and ½ inches high by 1 and 1/8 inches with the character, "2", white with black outline in a white field. Numeric code boxes ¾ inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.

Delivery Info Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. There are two deliveries for this item. The first delivery will be at least the first 15% of the total order, which needs to be delivered to the Clerk of the Circuit Court, 5600 Old Orchard Rd., Skokie, IL 60077, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. The second delivery will be the 85% balance of the total order, which needs to be delivered to the Clerk of the Circuit Court warehouse, 1330 S. 54th AVENUE., Cicero, Ill. 60804. Between the hours of 7:00 A.M. to 2:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 36 feet long and can have a maximum height of 12 feet for the first delivery.

Item Number 75A: D2-CV-NU Civil NUMBERED Jacket, ink color Black – Recycled

Same as the above Item No. 75, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 76: D2-CM-CM Criminal Misdemeanor NUMBERED Jacket, ink color Black

This item is	2016 Criminal Misdemeanor Jacket for Criminal Misdemeanor cases
Item Id. No.	2.4.1
Legend	D2-CM-CM-5000-2016-(ITEM 2.4.1).
Amount	5000 NUMBERED Jackets. 16MC2 000001 to 16MC2 005000 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.
Jacket Paper	15 point Manila paper with a basis weight of 200 lbs., non-recycled material.
Expansion	No expansion that can hold 1 pound of paper

SPECIFICATIONS

- Jacket Size** The overall size is 9" X 12" with a pocket body size of 8 ½ " X 12 "
- Construction** The top of the front of the jacket shall be ½" lower than the back of the jacket. This is a flat pocket with no expansion and flaps must extend at least an inch past the fold. The file jacket must be made of acid-free paper. No side tab.
- Strip Label** A full glued, pressure-sensitive label. 8-inch strip label, 1 ½ inch wide, Mylar coated, preprinted and fully glued to end tab. The year code box measures ¾ of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with ½ inch characters, "MC", black letters on white field. The case type code box shall be 1 and ½ inches high by 1 and 1/8 inches with 2 characters, "2" in vertical position, white letters with black outline in a white field. Numeric code boxes ¾ inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.
- Delivery Info** Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. There are two deliveries for this item. The first delivery will be at least the first 28% of the total order, which needs to be delivered to the Clerk of the Circuit Court, 5600 Old Orchard Rd., Skokie, IL 60077, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. The second delivery will be the 72% balance of the total order, which needs to be delivered to the Clerk of the Circuit Court warehouse, 1330 S. 54th AVENUE., Cicero, Ill. 60804, between the hours of 7:00 A.M. to 2:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 36 feet long and can have a maximum height of 12 feet for the first delivery.

Item Number 76A: D2-CM-CM Criminal Misdemeanor NUMBERED Jacket, ink color Black - Recycled

Same as the above Item No. 76, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 77: D2-CM-DV Domestic Violence NUMBERED Jacket, ink color Orange

- This item is** 2016 Criminal Department Jacket for Domestic Violence cases
- Item Id. No.** 2.4.2
- Legend** D2-CM-DV-1200-2016-(ITEM 2.4.2).
- Amount** 1200 NUMBERED Jackets. 16DV 20001 to 16DV 21200 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.

SPECIFICATIONS

Jacket Paper	15 point Manila paper with a basis weight of 200 lbs., non-recycled material.
Expansion	No expansion that can hold 1 pound of paper
Jacket Size	The overall size is 9" X 12" with a pocket body size of 8 ½" X 12"
Construction	The top of the front of the jacket shall be ½" lower than the back of the jacket. This is a flat pocket with no expansion and flaps must extend at least an inch past the fold. The file jacket must be made of acid-free paper. No side tab.
Strip Label	A full glued, pressure-sensitive label. 8-inch strip label, 1 ½ inch wide, Mylar coated, preprinted and fully glued to end tab. The year code box measures ¾ of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with ½ inch characters, "DV", black letters on white field. ¾" -numeric codes with 5 digits split into 2 groups, the first two digits then the last 3 digits, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.
Delivery Info	Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the Clerk of the Circuit Court, 5600 Old Orchard Rd., Skokie, IL 60077, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 30 feet long for the first delivery.
<p><u>Item Number 77A: D2-CM-DV Domestic Violence NUMBERED Jacket, ink color Orange – Recycled</u></p> <p>Same as the above Item No. 77, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.</p>	

Item Number 78: D2-DR-NU Domestic Relations NUMBERED Jacket, ink color Black

This item is	2016 Domestic Relations Jacket for Domestic Relations cases
Item Id. No.	2.5.1
Legend	D2-DR-NU-700-2016-(ITEM 2.5.1).
Amount	700 NUMBERED Jackets. 16D 230001 to 16D 230700 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.
Jacket	11 point Manila paper with a basis weight of 150 lbs., non-recycled material.

SPECIFICATIONS

Paper

Expansion 3.5 inch expansion that can hold 8 pounds of paper

Jacket Size The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"

Construction The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be made of 5 separate pieces using a "hot-process glue-weld" construction with 6.5" high brown Tyvek mylar, reinforced gussets that glue to the front and back of interior lining and have a minimum tuck of 1/2" between the two front pieces and the two back pieces. Two ply glued back piece must extend the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.

Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted, and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch characters, "D", black letters on a white field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.

Delivery Info Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the Clerk of the Circuit Court, 5600 Old Orchard Rd., Skokie, IL 60077, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 36 feet long and can have a maximum height of 12 feet.

Item Number 78A: D2-DR-NU Domestic Relations NUMBERED Jacket, ink color Black – Recycled

Same as the above Item No. 78, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 79: D2-OP-NU Order of Protection NUMBERED Jacket, ink color Black

This item is 2016 Domestic Relations Jacket for Order of Protection cases

Item Id. No. 2.5.2

Legend D2-OP-NU-600-2016-(ITEM 2.5.2).

Amount 600 NUMBERED Jackets. 16OP 20001 to 16OP 20600 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The

SPECIFICATIONS

numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.

Jacket Paper	11 point Manila paper with a basis weight of 150 lbs., non-recycled material.
Expansion	1.75 inch expansion that can hold 4 pounds of paper
Jacket Size	The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"
Construction	The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be made of 5 separate pieces using a "hot-process glue-weld" construction with 6.5" high brown Tyvek Mylar, reinforced gussets that glue to the front and back of interior lining and have a minimum tuck of 1/2" between the two front pieces and the two back pieces. Two ply glued back piece must extend the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.
Strip Label	A full glued, pressure-sensitive label. 8" strip label, 1 1/2" wide, Mylar coated, preprinted and attached to end tab. 1/4" -year code. 2" -Case number code "OP", black letters on white field. 3/4" -numeric codes with 5 digits split into 2 groups, the first two digits then the last 3 digits, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.
Delivery Info	Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the Clerk of the Circuit Court, 5600 Old Orchard Rd., Skokie, IL 60077, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 36 feet long and can have a maximum height of 12 feet.

Item Number 79A: D2-OP-NU Order of Protection NUMBERED Jacket, ink color Black – Recycled

Same as the above Item No. 79, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 80, D2-LW-NU Law NUMBERED Jacket, ink color Black

This item is 2016 Law Jacket for Law cases

Item Id. No. 2.6.1

SPECIFICATIONS

Legend	D2-LW-NU-100-2016-(ITEM 2.6.1).
Amount	100 NUMBERED Jackets. 16L 062001 to 16L 062100 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.
Jacket Paper	11 point Manila paper with a basis weight of 150 lbs., non-recycled material.
Expansion	3.5 inch expansion that can hold 8 pounds of paper
Jacket Size	The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2 " X 11-3/4"
Construction	The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be made of 5 separate pieces using a "hot-process glue-weld" construction with 6.5" high brown Tyvek mylar, reinforced gussets that glue to the front and back of interior lining and have a minimum tuck of 1/2" between the two front pieces and the two back pieces. Two ply glued back piece must extend the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.
Strip Label	A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted, and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch characters, "L", black letters on a white field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each, The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.
Delivery Info	Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the Clerk of the Circuit Court, 5600 Old Orchard Rd., Skokie, IL 60077, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 36 feet long and can have a maximum height of 12 feet.

Item Number 80A: D2-LW-NU Law NUMBERED Jacket, ink color Black – Recycled

Same as the above Item No. 80, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

SPECIFICATIONS**Item Number 81: D2-SA-NU States Attorney Parentage "IV-D" NUMBERED Jacket, Ink color Black**

This item is 2016 Child Support Jacket for States Attorney Parentage "IV-D" cases

Item Id. No. 2.9.1

Legend D2-SA-NU-100-2016-(ITEM 2.9.1).

Amount 100 NUMBERED Jackets. 16D 250000 to 16D 250099 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.

Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material.

Expansion 1.75 inch expansion that can hold 4 pounds of paper

Jacket Size The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2 " X 11-3/4"

Construction The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be made of 5 separate pieces using a "hot-process glue-weld" construction with 6.5" high brown Tyvek mylar, reinforced gussets that glue to the front and back of interior lining and have a minimum tuck of 1/2" between the two front pieces and the two back pieces. Two ply glued back piece must extend the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.

Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted, and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch characters, "D", black letters on a white field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.

Delivery Info Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the Clerk of the Circuit Court, ~~200 N. Clark~~ ~~State 500 50 W. Washington Room 4112~~ Chicago, IL 60602, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 30 feet long and can have a maximum height of 12 feet.

SPECIFICATIONS**Item Number 81A: D2-SA-NU States Attorney Parentage "IV-D" NUMBERED Jacket, ink color Black – Recycled**

Same as the above Item No. 81, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 82: D2-PA-NU Private Attorney NUMBERED Jacket, ink color Black

This item is 2016 Child Support Jacket for Private Attorney cases

Item Id. No. 2.9.2

Legend D2-PA-NU-100-2016-(ITEM 2.9.2).

Amount 100 NUMBERED Jackets. 16D 279001 to 16D 279100 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.

Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material.

Expansion 1.75 inch expansion that can hold 4 pounds of paper

Jacket Size The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"

Construction The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be made of 5 separate pieces using a "hot-process glue-weld" construction with 6.5" high brown Tyvek mylar, reinforced gussets that glue to the front and back of interior lining and have a minimum tuck of 1/2" between the two front pieces and the two back pieces. Two ply glued back piece must extend the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.

Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted, and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch characters, "D", black letters on a white field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.

Delivery Info Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the Clerk of the Circuit Court, 5600 Old Orchard Rd., Skokie, IL 60077, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are

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on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 36 feet long and can have a maximum height of 12 feet.

Item Number 82A: D2-PA-NU Private Attorney NUMBERED Jacket, ink color Black – Recycled

Same as the above Item No. 82, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 83: D2-CR-NU Criminal Information NUMBERED Jacket, ink color Black

This item is 2016 Criminal Felony Jacket for Criminal Information cases

Item Id. No. 2.12.1

Legend D2-CR-NU-750-2016-(ITEM 2.12.1).

Amount 750 NUMBERED Jackets. 16C 220001 to 16C 220750 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.

Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material.

Expansion 3.5 inch expansion that can hold 8 pounds of paper

Jacket Size The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"

Construction The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be made of 5 separate pieces using a "hot-process glue-weld" construction with 6.5" high brown Tyvek mylar, reinforced gussets that glue to the front and back of interior lining and have a minimum tuck of 1/2" between the two front pieces and the two back pieces. Two ply glued back piece must extend the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.

Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted, and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch characters, "C", black letters on a white field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.

Delivery Info Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery.

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This item needs to be delivered to the Clerk of the Circuit Court, 5600 Old Orchard Rd., Skokie, IL 60077, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 36 feet long and can have a maximum height of 12 feet.

Item Number 83A: D2-CR-NU Criminal Information NUMBERED Jacket, ink color Black – Recycled

Same as the above Item No. 83, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 84: D3-CV-NU Civil NUMBERED Jacket, ink color Black

This item is 2016 Civil Jacket for Civil cases

Item Id. No. 3.2.1

Legend D3-CV-NU-11600-2016-(ITEM 3.2.1).

Amount 11600 NUMBERED Jackets. 16M3 000001 to 16M3 011600 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.

Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material.

Expansion 1.50 inch expansion that can hold 2 pounds of paper

Jacket Size The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"

Construction The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be a one piece construction, open side with a 1.5" W fold expansion and inside seams. Two ply glued back piece that extends the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.

Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch character, "M", black letter on white field. The case type code box shall be 1 and 1/2 inches high by 1 and 1/8 inches with the character, "3", white with black outline in a white field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the

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code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.

Delivery Info Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. There are two deliveries for this item. The first delivery will be at least the first 15% of the total order, which needs to be delivered to the Clerk of the Circuit Court, 2121 Euclid Ave., Rolling Meadows, IL 60008, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. The second delivery will be the 85% balance of the total order, which needs to be delivered to the Clerk of the Circuit Court warehouse, **1330 S. 54th AVENUE., Cicero, Ill. 60804**, between the hours of 7:00 A.M. to 2:00 P.M., Monday through Friday, except for court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 30 feet long and can have a maximum height of 12 feet for the first delivery.

Item Number 84A: D3-CV-NU Civil NUMBERED Jacket, ink color Black – Recycled

Same as the above Item No. 84, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 85: D3-CM-CM Criminal Misdemeanor NUMBERED Jacket, ink color Black

This item is	2016 Criminal Misdemeanor Jacket for Criminal Misdemeanor cases
Item Id. No.	3.4.1
Legend	D3-CM-CM-7300-2016-(ITEM 3.4.1).
Amount	7300 NUMBERED Jackets. 16MC3 000001 to 16MC3 007300 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.
Jacket Paper	11 point Manila paper with a basis weight of 150 lbs., non-recycled material.
Expansion	1.5 inch expansion that can hold 2 pounds of paper
Jacket Size	The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2 " X 11-3/4"
Construction	The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be a one piece construction, open side with a 1.5" W fold expansion and inside seams. Two ply glued back piece that extends the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.
Strip Label	A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted and fully glued to end tab. The year code box measures 3/4 of

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an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch characters, "MC", black letters on white field. The case type code box shall be 1 and 1/2 inches high by 1 and 1/8 inches with 2 characters, "3" in vertical position, white letters with black outline in a white field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.

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Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. There are two deliveries for this item. The first delivery will be at least the first 17% of the total order, which needs to be delivered to the Clerk of the Circuit Court, 2121 Euclid Ave., Rolling Meadows, IL 60008, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. The second delivery will be the 83% balance of the total order, which needs to be delivered to the Clerk of the Circuit Court warehouse, 1330 S. 54th AVENUE., Cicero, Ill. 60804, between the hours of 7:00 A.M. to 2:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 30 feet long and can have a maximum height of 12 feet for the first delivery.

Item Number 85A: D3-CM-CM Criminal Misdemeanor NUMBERED Jacket, ink color Black – Recycled

Same as the above Item No. 85, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 86: D3-CM-DV Domestic Violence NUMBERED Jacket, ink color Orange

This item is	2016 Criminal Department Jacket for Domestic Violence cases
Item Id. No.	3.4.2
Legend	D3-CM-DV-2500-2016-(ITEM 3.4.2).
Amount	2500 NUMBERED Jackets. 16DV 30001 to 16DV 32500 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.
Jacket Paper	11 point Manila paper with a basis weight of 150 lbs., non-recycled material.
Expansion	1.5 inch expansion that can hold 2 pounds of paper
Jacket Size	The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"
Construction	The top of the front of the jacket shall be 1/2" lower than the back and scored for

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"drop front". The expandable pocket is to be a one piece construction, open side with a 1.5" W fold expansion and inside seams. Two ply glued back piece that extends the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, ¾ inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least ½ inch into the gusset.

Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 ½ inch wide, Mylar coated, preprinted and fully glued to end tab. The year code box measures ¾ of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with ½ inch characters, "DV", black letters on white field. ¾" –numeric codes with 5 digits split into 2 groups, the first two digits then the last 3 digits, white letters with black outline in color field The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.

Delivery Info Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the Clerk of the Circuit Court, 2121 Euclid Ave., Rolling Meadows, IL 60008, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 30 feet long for the first delivery.

Item Number 86A: D3-CM-DV Domestic Violence NUMBERED Jacket, ink color Orange – Recycled

Same as the above Item No. 86, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 87: D3-DR-NU Domestic Relations NUMBERED Jacket, ink color Black

This item is 2016 Domestic Relations Jacket for Domestic Relations cases

Item Id. No. 3.5.1

Legend D3-DR-NU-1400-2016-(ITEM 3.5.1).

Amount 1400 NUMBERED Jackets. 16D 330001 to 16D 331400 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.

Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material.

Expansion 3.5 inch expansion that can hold 8 pounds of paper

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- Jacket Size** The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"
- Construction** The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be made of 5 separate pieces using a "hot-process glue-weld" construction with 6.5" high brown Tyvek Mylar, reinforced gussets that glue to the front and back of interior lining and have a minimum tuck of 1/2" between the two front pieces and the two back pieces. Two ply glued back piece must extend the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.
- Strip Label** A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted, and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch characters, "D", black letters on a white field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.
- Delivery Info** Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the Clerk of the Circuit Court, 2121 Euclid Ave., Rolling Meadows, IL 60008, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 30 feet long and can have a maximum height of 12 feet.

Item Number 87A: D3-DR-NU Domestic Relations NUMBERED Jacket, ink color Black – Recycled

Same as the above Item No. 87, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 88: D3-OP-NU Order of Protection NUMBERED Jacket, ink color Black

This item is 2016 Domestic Relations Jacket for Order of Protection cases

Item Id. No. 3.5.2

Legend D3-OP-NU-1100-2016-(ITEM 3.5.2).

Amount 1100 NUMBERED Jackets. 16OP 30001 to 16OP 31100 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.

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- Jacket Paper** 11 point Manila paper with a basis weight of 150 lbs., non-recycled material.
- Expansion** 1.5 inch expansion that can hold 2 pounds of paper
- Jacket Size** The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"
- Construction** The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be a one piece construction, open side with a 1.5" W fold expansion and inside seams. Two ply glued back piece that extends the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.
- Strip Label** A full glued, pressure-sensitive label. 8" strip label, 1 1/2" wide, Mylar coated, preprinted and attached to end tab. 3/4" -year code. 2" -Case number code "OP", black letters on white field. 3/4" -numeric codes with 5 digits split into 2 groups, the first two digits then the last 3 digits, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.
- Delivery Info** Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the Clerk of the Circuit Court, 2121 Euclid Ave., Rolling Meadows, IL 60008, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 30 feet long and can have a maximum height of 12 feet.

Item Number 88A: D3-OP-NU Order of Protection NUMBERED Jacket, ink color Black – Recycled

Same as the above Item No. 88, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 89: D3-LW-NU Law NUMBERED Jacket, ink color Black

This item is 2016 Law Jacket for Law cases

Item Id. No. 3.6.1

Legend D3-LW-NU-100-2016-(ITEM 3.6.1).

Amount 100 NUMBERED Jackets. 16L 063001 to 16L 063100 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical

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sequence of their box labels.

- Jacket Paper** 11 point Manila paper with a basis weight of 150 lbs., non-recycled material.
- Expansion** 3.5 inch expansion that can hold 8 pounds of paper
- Jacket Size** The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"
- Construction** The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be made of 5 separate pieces using a "hot-process glue-weld" construction with 6.5" high brown Tyvek mylar, reinforced gussets that glue to the front and back of interior lining and have a minimum tuck of 1/2" between the two front pieces and the two back pieces. Two ply glued back piece must extend the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.
- Strip Label** A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted, and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch characters, "L", black letters on a white field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.
- Delivery Info** Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the Clerk of the Circuit Court, 2121 Euclid Ave., Rolling Meadows, IL 60008, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 30 feet long and can have a maximum height of 12 feet.

Item Number 89A: D3-LW-NU Law NUMBERED Jacket, ink color Black – Recycled

Same as the above Item No. 89, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 90: D3-SA-NU States Attorney Parentage "IV-D" NUMBERED Jacket, ink color Black

This item is 2016 Child Support Jacket for States Attorney Parentage "IV-D" cases

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This item is	2016 Child Support Jacket for States Attorney Parentage "IV-D" cases
Item Id. No.	3.9.1
Legend	D3-SA-NU-200-2016-(ITEM 3.9.1).
Amount	200 NUMBERED Jackets. 16D 350000 to 16D 350199 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.
Jacket Paper	11 point Manila paper with a basis weight of 150 lbs., non-recycled material.
Expansion	1.75 inch expansion that can hold 4 pounds of paper
Jacket Size	The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"
Construction	The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be made of 5 separate pieces using a "hot-process glue-weld" construction with 6.5" high brown Tyvek mylar, reinforced gussets that glue to the front and back of interior lining and have a minimum tuck of 1/2" between the two front pieces and the two back pieces. Two ply glued back piece must extend the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.
Strip Label	A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted, and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch characters, "D", black letters on a white field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.
Delivery Info	Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the Clerk of the Circuit Court, 28th Clark Suite 200, 50 W. Washington, Room 1112 Chicago, IL 60602, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 30 feet long and can have a maximum height of 12 feet.

Item Number 90A: D3-SA-NU States Attorney Parentage "IV-D"
NUMBERED Jacket, Ink color Black - Recycled

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shall have 30% recovered content and 30% postconsumer content.

Item Number 91: D3-PA-NU Private Attorney NUMBERED Jacket, ink color Black

This item is 2016 Child Support Jacket for Private Attorney cases

Item Id. No. 3.9.2

Legend D3-PA-NU-250-2016-(ITEM 3.9.2).

Amount 250 NUMBERED Jackets. 16D 379001 to 16D 379250 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.

Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material.

Expansion 1.75 inch expansion that can hold 4 pounds of paper

Jacket Size The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"

Construction The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be made of 5 separate pieces using a "hot-process glue-weld" construction with 6.5" high brown Tyvek mylar, reinforced gussets that glue to the front and back of interior lining and have a minimum tuck of 1/2" between the two front pieces and the two back pieces. Two ply glued back piece must extend the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.

Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted, and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch characters, "D", black letters on a white field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.

Delivery Info Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the Clerk of the Circuit Court, 2121 Euclid Ave., Rolling Meadows, IL 60008, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 30 feet long and can have a maximum height of 12 feet.

SPECIFICATIONS**Item Number 91A: D3-PA-NU Private Attorney NUMBERED Jacket, ink color Black – Recycled**

Same as the above Item No. 91, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 92: D3-CR-NU Criminal Information NUMBERED Jacket, ink color Black

This item is 2016 Criminal Felony Jacket for Criminal Information cases

Item Id. No. 3.12.1

Legend D3-CR-NU-1300-2016-(ITEM 3.12.1).

Amount 1300 NUMBERED Jackets. 16C 330001 to 16C 331300 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.

Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material.

Expansion 3.5 inch expansion that can hold 8 pounds of paper

Jacket Size The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"

Construction The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be made of 5 separate pieces using a "hot-process glue-weld" construction with 6.5" high brown Tyvek mylar, reinforced gussets that glue to the front and back of interior lining and have a minimum tuck of 1/2" between the two front pieces and the two back pieces. Two ply glued back piece must extend the entire length of the back and side tab. Interior lining of folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.

Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted, and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch characters, "C", black letters on a white field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.

Delivery Info Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the Clerk of the Circuit Court, 2121 Euclid Ave., Rolling Meadows, IL 60008, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are

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on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 30 feet long and can have a maximum height of 12 feet.

Item Number 92A: D3-CR-NU Criminal Information NUMBERED Jacket, ink color Black – Recycled

Same as the above Item No. 92, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 93: D4-CV-NU Civil NUMBERED Jacket, ink color Black

This item is 2016 Civil Jacket for Civil cases

Item Id. No. 4.2.1

Legend D4-CV-NU-7100-2016-(ITEM 4.2.1).

Amount 7100 NUMBERED Jackets. 16M4 000001 to 16M4 007100 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.

Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material.

Expansion 1.75 inch expansion that can hold 4 pounds of paper

Jacket Size The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"

Construction The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be made of 5 separate pieces using a "hot-process glue-weld" construction with 6.5" high brown Tyvek mylar, reinforced gussets that glue to the front and back of interior lining and have a minimum tuck of 1/2" between the two front pieces and the two back pieces. Two ply glued back piece must extend the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches).

The tab must extend at least 1/2 inch into the gusset.

Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch character, "M", black letter on white field. The case type code box shall be 1 and 1/2 inches high by 1 and 1/8 inches with the character, "4", white with black outline in a white field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on

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backside label next to year/division/case type codes.

Delivery Info Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. There are two deliveries for this item. The first delivery will be the first 15% of the total order, which needs to be delivered to the Clerk of the Circuit Court, 1500 S. Maybrook Drive, Maywood, IL 60153, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. The second delivery will be the 85% balance of the total order, which needs to be delivered to the Clerk of the Circuit Court warehouse, **1330 S. 54th AVENUE, Cicero, Ill. 60804, between the hours of 7:00 A.M. to 2:00 P.M., Monday through Friday, except court holidays.** All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 30 feet long and can have a maximum height of 12 feet for the first delivery..

Item Number 93A: D4-CV-NU Civil NUMBERED Jacket, ink color Black – Recycled

Same as the above Item No. 93, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 94: D4-CM-CM Criminal Misdemeanor NUMBERED Jacket, ink color Black
This item is 2016 Criminal Misdemeanor Jacket for Criminal Misdemeanor cases

Item Id. No. 4.4.1

Legend D4-CM-CM-8000-2016-(ITEM 4.4.1).

Amount 8000 NUMBERED Jackets. 16MC4 000001 to 16MC4 008000 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.

Jacket Paper 15 point Manila paper with a basis weight of 200 lbs., non-recycled material.

Expansion No expansion that can hold 1 pound of paper

Jacket Size The overall size is 9" X 12" with a pocket body size of 8 1/2" X 12"

Construction The top of the front of the jacket shall be 1/2" lower than the back of the jacket. This is a flat pocket with no expansion and flaps must extend at least an inch past the fold. The file jacket must be made of acid-free paper. No side tab.

Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch characters, "MC", black letters on white field. The case type code box shall be 1 and 1/2 inches high by 1 and 1/8 inches with 2 characters, "4" in vertical position, white letters with black outline in a white field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6

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digits split into 2 groups of 3 digits each, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.

Delivery Info Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. There are two deliveries for this item. The first delivery will be at least the first 17% of the entire order, which needs to be delivered to the Clerk of the Circuit Court, 1500 S. Maybrook Drive, Maywood, IL 60153, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. The second delivery will be the 83% balance of the entire order, which needs to be delivered to the Clerk of the Circuit Court warehouse, 1330 S. 54th AVENUE, Cicero, Ill. 60804, between the hours of 7:00 A.M. to 2:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 30 feet long and can have a maximum height of 12 feet for the first delivery.

Item Number 94A: D4-CM-CM Criminal Misdemeanor NUMBERED Jacket, ink color Black – Recycled

Same as the above Item No. 94, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 95: D4-CM-DV Domestic Violence NUMBERED Jacket, ink color Orange

This item is	2016 Criminal Department Jacket for Domestic Violence cases
Item Id. No.	4.4.2
Legend	D4-CM-DV-2100-2016-(ITEM 4.4.2).
Amount	2100 NUMBERED Jackets. 16DV 40001 to 16DV 42100 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.
Jacket Paper	15 point Manila paper with a basis weight of 200 lbs., non-recycled material.
Expansion	No expansion that can hold 1 pound of paper
Jacket Size	The overall size is 9" X 12" with a pocket body size of 8 1/2" X 12"

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Construction The top of the front of the jacket shall be ½" lower than the back of the jacket. This is a flat pocket with no expansion and flaps must extend at least an inch past the fold. The file jacket must be made of acid-free paper. No side tab.

Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 ½ inch wide, Mylar coated, preprinted and fully glued to end tab. The year code box measures ¾ of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with ½ inch characters, "DV", black letters on white field. ¾" –numeric codes with 5 digits split into 2 groups, the first two digits then the last 3 digits, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.

Delivery Info Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the Clerk of the Circuit Court, 1500 S. Maybrook Drive, Maywood, IL 60153, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 30 feet long for the first delivery.

Item Number 95A: D4-CM-DV Domestic Violence NUMBERED Jacket, ink color Orange – Recycled

Same as the above Item No. 95, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 96: D4-DR-NU Domestic Relations NUMBERED Jacket, ink color Black

This item is 2016 Domestic Relations Jacket for Domestic Relations cases

Item Id. No. 4.5.1

Legend D4-DR-NU-750-2016-(ITEM 4.5.1).

Amount 750 NUMBERED Jackets. 16D 430001 to 16D 430750 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.

Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material.

Expansion 3.5 inch expansion that can hold 8 pounds of paper

Jacket Size The overall size is 9" X 12-1/2" with a pocket body size of 8 ½" X 11-3/4"

Construction The top of the front of the jacket shall be ½" lower than the back and scored for "drop front". The expandable pocket is to be made of 5 separate pieces using a

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"hot-process glue-weld" construction with 6.5" high brown Tyvek mylar, reinforced gussets that glue to the front and back of interior lining and have a minimum tuck of ½" between the two front pieces and the two back pieces. Two ply glued back piece must extend the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, ¾ inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least ½ inch into the gusset.

Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 ½ inch wide, Mylar coated, preprinted, and fully glued to end tab. The year code box measures ¾ of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with ½ inch characters, "D", black letters on a white field. Numeric code boxes ¾ inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.

Delivery Info Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the Clerk of the Circuit Court, 1500 S. Maybrook Drive, Maywood, IL 60153, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 30 feet long and can have a maximum height of 12 feet for the first delivery.

Item Number 96A: D4-DR-NU Domestic Relations NUMBERED Jacket, ink color Black – Recycled

Same as the above Item No. 96, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 97: D4-OP-NU Order of Protection NUMBERED Jacket, ink color Black

This item is 2016 Domestic Relations Jacket for Order of Protection cases

Item Id. No. 4.5.2

Legend D4-OP-NU-650-2016-(ITEM 4.5.2).

Amount 650 NUMBERED Jackets. 16OP 40001 to 16OP 40650 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.

Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material.

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- Expansion** 1.5 inch expansion that can hold 2 pounds of paper
- Jacket Size** The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"
- Construction** The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be a one piece construction, open side with a 1.5" W fold expansion and inside seams. Two ply glued back piece that extends the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.
- Strip Label** A full glued, pressure-sensitive label. 8" strip label, 1 1/2" wide, mylar coated, preprinted and attached to end tab. 3/4" -year code. 2" -Case number code "OP", black letters on white field. 3/4" -numeric codes with 5 digits split into 2 groups, the first two digits then the last 3 digits, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.
- Delivery Info** Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the Clerk of the Circuit Court, 1500 S. Maybrook Drive, Maywood, IL 60153, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 30 feet long and can have a maximum height of 12 feet.

Item Number 97A: D4-OP-NU Order of Protection NUMBERED Jacket, ink color Black - Recycled

Same as the above Item No. 97, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 98: D4-LW-NU Law NUMBERED Jacket, ink color Black

This item is 2016 Law Jacket for Law cases

Item Id. No. 4.6.1

Legend D4-LW-NU-50-2016-(ITEM 4.6.1).

Amount 50 NUMBERED Jackets. 16L 064001 to 16L 064050 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.

Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material.

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- Expansion** 3.5 inch expansion that can hold 8 pounds of paper
- Jacket Size** The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"
- Construction** The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be made of 5 separate pieces using a "hot-process glue-weld" construction with 6.5" high brown Tyvek mylar, reinforced gussets that glue to the front and back of interior lining and have a minimum tuck of 1/2" between the two front pieces and the two back pieces. Two ply glued back piece must extend the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.
- Strip Label** A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted, and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch characters, "L", black letters on a white field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.
- Delivery Info** Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the Clerk of the Circuit Court, 1500 S. Maybrook Drive, Maywood, IL 60153, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 30 feet long and can have a maximum height of 12 feet.

Item Number 98A: D4-LW-NU Law NUMBERED Jacket, ink color Black – Recycled

Same as the above Item No. 98, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 99: D4-SA-NU States Attorney Parentage "IV-D" NUMBERED Jacket, ink color Black
This item is 2016 Child Support Jacket for States Attorney Parentage "IV-D" cases

Item Id. No. 4.9.1

Legend D4-SA-NU-350-2016-(ITEM 4.9.1).

Amount 350 NUMBERED Jackets. 16D 450000 to 16D 450349 No missing numbers.

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- Amount** 350 NUMBERED Jackets. 16D 450000 to 16D 450349 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.
- Jacket Paper** 11 point Manila paper with a basis weight of 150 lbs., non-recycled material.
- Expansion** 1.75 inch expansion that can hold 4 pounds of paper
- Jacket Size** The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"
- Construction** The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be made of 5 separate pieces using a "hot-process glue-weld" construction with 6.5" high brown Tyvek mylar, reinforced gussets that glue to the front and back of interior lining and have a minimum tuck of 1/2" between the two front pieces and the two back pieces. Two ply glued back piece must extend the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.
- Strip Label** A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted, and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch characters, "D", black letters on a white field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.
- Delivery Info** Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the Clerk of the Circuit Court, ~~Room 1112~~ Suite 200, 50 W. Washington, Room LL12 Chicago, IL 60602, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 30 feet long and can have a maximum height of 12 feet.

Item Number 99A: D4-SA-NU States Attorney Parentage "IV-D" NUMBERED Jacket, ink color Black - Recycled

Same as the above Item No. 99, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 100: D4-PA-NU Private Attorney NUMBERED Jacket, ink color Black
This item is 2016 Child Support Jacket for Private Attorney cases

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Legend	D4-PA-NU-150-2016-(ITEM 4.9.2).
Amount	150 NUMBERED Jackets. 16D 479001 to 16D 479150 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.
Jacket Paper	11 point Manila paper with a basis weight of 150 lbs., non-recycled material.
Expansion	1.75 inch expansion that can hold 4 pounds of paper
Jacket Size	The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"
Construction	The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be made of 5 separate pieces using a "hot-process glue-weld" construction with 6.5" high brown Tyvek mylar, reinforced gussets that glue to the front and back of interior lining and have a minimum tuck of 1/2" between the two front pieces and the two back pieces. Two ply glued back piece must extend the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.
Strip Label	A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted, and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch characters, "D", black letters on a white field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.
Delivery Info	Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the Clerk of the Circuit Court, 1500 S. Maybrook Drive, Maywood, IL 60153, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 30 feet long and can have a maximum height of 12 feet.

Item Number 100A: D4-PA-NU Private Attorney NUMBERED Jacket, ink color Black – Recycled

Same as the above Item No. 100, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

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This item is 2016 Criminal Felony Jacket for Criminal Information cases

Item Id. No. 4.12.1

Legend D4-CR-NU-1000-2016-(ITEM 4.12.1).

Amount 1000 NUMBERED Jackets. 16C 440001 to 16C 441000 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.

Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material.

Expansion 3.5 inch expansion that can hold 8 pounds of paper

Jacket Size The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"

Construction The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be made of 5 separate pieces using a "hot-process glue-weld" construction with 6.5" high brown Tyvek mylar, reinforced gussets that glue to the front and back of interior lining and have a minimum tuck of 1/2" between the two front pieces and the two back pieces. Two ply glued back piece must extend the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.

Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted, and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch characters, "C", black letters on a white field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.

Delivery Info Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the Clerk of the Circuit Court, 1500 S. Maybrook Drive, Maywood, IL 60153, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 30 feet long and can have a maximum height of 12 feet for the first delivery.

Item Number 101A: D4-CR-NU Criminal Information NUMBERED Jacket, ink color Black – Recycled

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Same as the above Item No. 101, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 102: D5-CV-NU Civil NUMBERED Jacket, ink color Black

This item is 2016 Civil Jacket for Civil cases

Item Id. No. 5.2.1

Legend D5-CV-NU-7900-2016-(ITEM 5.2.1).

Amount 7900 NUMBERED Jackets. 16M5 000001 to 16M5 007900 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.

Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material.

Expansion 1.75 inch expansion that can hold 4 pounds of paper

Jacket Size The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"

Construction The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be made of 5 separate pieces using a "hot-process glue-weld" construction with 6.5" high brown Tyvek mylar, reinforced gussets that glue to the front and back of interior lining and have a minimum tuck of 1/2" between the two front pieces and the two back pieces. Two ply glued back piece must extend the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.

Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch character, "M", black letter on white field. The case type code box shall be 1 and 1/2 inches high by 1 and 1/8 inches with the character, "5", white with black outline in a white field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.

Delivery Info Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. There are two deliveries for this item. The first delivery will be the first 15% of the total order, which needs to be delivered to the Clerk of the Circuit Court, 10220 S. 76th Ave., Bridgeview, IL 60455, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. The second delivery

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will be the 85% balance of the total order, which needs to be delivered to the Clerk of the Circuit Court warehouse, **1330 S. 54th AVENUE., Cicero, Ill. 60804, between the hours of 7:00 A.M. to 2:00 P.M., Monday through Friday, except court holidays.** All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 40 feet long and can have a maximum height of 12 feet for the first delivery.

Item Number 102A: D5-CV-NU Civil NUMBERED Jacket, ink color Black – Recycled

Same as the above Item No. 102, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 103: D5-CM-CM Criminal Misdemeanor NUMBERED Jacket, ink color Black

This item is 2016 Criminal Misdemeanor Jacket for Criminal Misdemeanor cases

Item Id. No. 5.4.1

Legend D5-CM-CM-12500-2016-(ITEM 5.4.1).

Amount 12500 NUMBERED Jackets. 16MC5 000001 to 16MC5 012500 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.

Jacket Paper 15 point Manila paper with a basis weight of 200 lbs., non-recycled material.

Expansion No expansion that can hold 1 pound of paper

Jacket Size The overall size is 9" X 12" with a pocket body size of 8 1/2" X 12"

Construction The top of the front of the jacket shall be 1/2" lower than the back of the jacket. This is a flat pocket with no expansion and flaps must extend at least an inch past the fold. The file jacket must be made of acid-free paper. No side tab.

Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch characters, "MC", black letters on white field. The case type code box shall be 1 and 1/2 inches high by 1 and 1/8 inches with 2 characters, "5" in vertical position, white letters with black outline in a white field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.

Delivery Info Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must

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happen at least 48 hours before the Clerk's Office can receive any delivery. There are two deliveries for this item. The first delivery will be the first 14% of the total order, which needs to be delivered to the Clerk of the Circuit Court, 10220 S. 76th Ave., Bridgeview, IL 60455, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. The second delivery will be the 86% balance of the total order, which needs to be delivered to the Clerk of the Circuit Court warehouse, **1330 S. 54th AVENUE., Cicero, Ill. 60804, between the hours of 7:00 A.M. to 2:00 P.M., Monday through Friday, except court holidays.** All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 40 feet long and can have a maximum height of 12 feet for the first delivery.

Item Number 103A: D5-CM-CM Criminal Misdemeanor NUMBERED Jacket, ink color Black – Recycled

Same as the above Item No. 103, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 104: D5-CM-DV Domestic Violence NUMBERED Jacket, ink color Orange

This item is 2016 Criminal Department Jacket for Domestic Violence cases

Item Id. No. 5.4.2

Legend D5-CM-DV-2200-2016-(ITEM 5.4.2).

Amount 2200 NUMBERED Jackets. 16DV 50001 to 16DV 52200 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.

Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material.

Expansion 1.5 inch expansion that can hold 2 pounds of paper

Jacket Size The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"

Construction The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be a one piece construction, open side with a 1.5" W fold expansion and inside seams. Two ply glued back piece that extends the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.

Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch characters, "DV", black letters on white field. 3/4" –numeric codes with 5 digits split into 2 groups, the first two digits then the last 3 digits, white letters with black outline in color field The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-

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Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.

Delivery Info Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the Clerk of the Circuit Court, 10220 S. 76th Ave., Bridgeview, IL 60455, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 30 feet long for the first delivery.

Item Number 104A: D5-CM-DV Domestic Violence NUMBERED Jacket, ink color Orange – Recycled

Same as the above Item No. 104, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 105: D5-DR-NU Domestic Relations NUMBERED Jacket, ink color Black

This item is 2016 Domestic Relations Jacket for Domestic Relations cases

Item Id. No. 5.5.1

Legend D5-DR-NU-1600-2016-(ITEM 5.5.1).

Amount 1600 NUMBERED Jackets. 16D 530001 to 16D 531600 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.

Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material.

Expansion 3.5 inch expansion that can hold 8 pounds of paper

Jacket Size The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"

Construction The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be made of 5 separate pieces using a "hot-process glue-weld" construction with .65" high brown Tyvek mylar, reinforced gussets that glue to the front and back of interior lining and have a minimum tuck of 1/2" between the two front pieces and the two back pieces. Two ply glued back piece must extend the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.

Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted, and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-

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inch high white box with ½ inch characters, "D", black letters on a white field. Numeric code boxes ¾ inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.

Delivery Info Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the Clerk of the Circuit Court, 10220 S. 76th Ave., Bridgeview, IL 60455, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 40 feet long and can have a maximum height of 12 feet.

Item Number 105A: D5-DR-NU Domestic Relations NUMBERED Jacket, ink color Black – Recycled

Same as the above Item No. 105, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 106: D5-OP-NU Order of Protection NUMBERED Jacket, ink color Black

This item is 2016 Domestic Relations Jacket for Order of Protection cases

Item Id. No. 5.5.2

Legend D5-OP-NU-1500-2016-(ITEM 5.5.2).

Amount 1500 NUMBERED Jackets. 16OP 50001 to 16OP 51500 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.

Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material.

Expansion 1.75 inch expansion that can hold 4 pounds of paper

Jacket Size The overall size is 9" X 12-1/2" with a pocket body size of 8 ½" X 11-3/4"

Construction The top of the front of the jacket shall be ½" lower than the back and scored for "drop front". The expandable pocket is to be made of 5 separate pieces using a "hot-process glue-weld" construction with 6.5" high brown Tyvek Mylar, reinforced gussets that glue to the front and back of interior lining and have a minimum tuck of ½" between the two front pieces and the two back pieces. Two ply glued back piece must extend the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, ¾ inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least ½ inch into the gusset.

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Strip Label A full glued, pressure-sensitive label. 8" strip label, 1 ½" wide, Mylar coated, preprinted and attached to end tab. ¾" -year code. 2" -Case number code "OP", black letters on white field. ¾" -numeric codes with 5 digits split into 2 groups, the first two digits then the last 3 digits, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.

Delivery Info Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the Clerk of the Circuit Court, 10220 S. 76th Ave., Bridgeview, IL 60455, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 40 feet long and can have a maximum height of 12 feet.

Item Number 106A: D5-OP-NU Order of Protection NUMBERED Jacket, ink color Black - Recycled

Same as the above Item No. 106, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 107: D5-LW-NU Law NUMBERED Jacket, ink color Black

This item is 2016 Law Jacket for Law cases

Item Id. No. 5.6.1

Legend D5-LW-NU-150-2016-(ITEM 5.6.1).

Amount 150 NUMBERED Jackets. 16L 065001 to 16L 065150 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.

Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material.

Expansion 3.5 inch expansion that can hold 8 pounds of paper

Jacket Size The overall size is 9" X 12-1/2" with a pocket body size of 8 ½" X 11-3/4"

Construction The top of the front of the jacket shall be ½" lower than the back and scored for "drop front". The expandable pocket is to be made of 5 separate pieces using a "hot-process glue-weld" construction with 6.5" high brown Tyvek mylar, reinforced gussets that glue to the front and back of interior lining and have a minimum tuck of ½" between the two front pieces and the two back pieces. Two ply glued back piece must extend the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full

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cut reinforced end tab with 8 embossed score marks and 1-inch undercut, ¾ inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least ½ inch into the gusset.

- Strip Label** A full glued, pressure-sensitive label. 8-inch strip label, 1 ½ inch wide, Mylar coated, preprinted, and fully glued to end tab. The year code box measures ¾ of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with ½ inch characters, "L", black letters on a white field. Numeric code boxes ¾ inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.
- Delivery Info** Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the Clerk of the Circuit Court, 10220 S. 76th Ave., Bridgeview, IL 60455, between the hours of 9:00 A.M. to 3:00 P.M. Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 40 feet long and can have a maximum height of 12 feet.

Item Number 107A: D5-LW-NU Law NUMBERED Jacket, ink color Black – Recycled

Same as the above Item No. 107, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 108: D5-GA-NU Guardianship NUMBERED Jacket, ink color Black

This item is 2016 Probate Jacket for Guardianship cases

Item Id. No. 5.7.1

Legend D5-GA-NU-350-2016-(ITEM 5.7.1).

Amount 350 NUMBERED Jackets. 16P 500001 to 16P 500350 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.

Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material.

Expansion 1.75 inch expansion that can hold 4 pounds of paper

Jacket Size The overall size is 9" X 12-1/2" with a pocket body size of 8 ½" X 11-3/4"

Construction The top of the front of the jacket shall be ½" lower than the back and scored for "drop front". The expandable pocket is to be made of 5 separate pieces using a

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"hot-process glue-weld" construction with 6.5" high brown Tyvek mylar, reinforced gussets that glue to the front and back of interior lining and have a minimum tuck of ½" between the two front pieces and the two back pieces. Two ply glued back piece must extend the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, ¾ inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least ½ inch into the gusset.

Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 ½ inch wide, Mylar coated, preprinted, and fully glued to end tab. The year code box measures ¾ of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with ½ inch characters, "P", black letters on a white field. Numeric code boxes ¾ inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.

Delivery Info Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the Clerk of the Circuit Court, 10220 S. 76th Ave., Bridgeview, IL 60455, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 40 feet long and can have a maximum height of 12 feet.

Item Number 108A: D5-GA-NU Guardianship NUMBERED Jacket, ink color Black – Recycled

Same as the above Item No. 108, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 109: D5-SA-NU States Attorney Parentage "IV-D" NUMBERED Jacket, ink color Black

This item is 2016 Child Support Jacket for States Attorney Parentage "IV-D" cases

Item Id. No. 5.9.1

Legend D5-SA-NU-500-2016-(ITEM 5.9.1).

Amount 500 NUMBERED Jackets. 16D 550000 to 16D 550499 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.

Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material.

Expansion 1.75 inch expansion that can hold 4 pounds of paper

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- Jacket Size** The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"
- Construction** The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be made of 5 separate pieces using a "hot-process glue-weld" construction with 6.5" high brown Tyvek mylar, reinforced gussets that glue to the front and back of interior lining and have a minimum tuck of 1/2" between the two front pieces and the two back pieces. Two ply glued back piece must extend the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.
- Strip Label** A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted, and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch characters, "D", black letters on a white field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.
- Delivery Info** Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the Clerk of the Circuit Court, 10220 S. 76th Ave., Bridgeview, IL 60455, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 40 feet long and can have a maximum height of 12 feet.

Item Number 109A : D5-SA-NU States Attorney Parentage "IV-D" NUMBERED Jacket, ink color Black – Recycled

Same as the above Item No. 109, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 110: D5-PA-NU Private Attorney NUMBERED Jacket, ink color Black

This item is 2016 Child Support Jacket for Private Attorney cases

Item Id. No. 5.9.2

Legend D5-PA-NU-150-2016-(ITEM 5.9.2).

Amount 150 NUMBERED Jackets. 16D 579001 to 16D 579150 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.

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- Jacket Paper** 11 point Manila paper with a basis weight of 150 lbs., non-recycled material.
- Expansion** 1.75 inch expansion that can hold 4 pounds of paper
- Jacket Size** The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"
- Construction** The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be made of 5 separate pieces using a "hot-process glue-weld" construction with 6.5" high brown Tyvek Mylar, reinforced gussets that glue to the front and back of interior lining and have a minimum tuck of 1/2" between the two front pieces and the two back pieces. Two ply glued back piece must extend the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.
- Strip Label** A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted, and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch characters, "D", black letters on a white field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.
- Delivery Info** Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the Clerk of the Circuit Court, 10220 S. 76th Ave., Bridgeview, IL 60455, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 40 feet long and can have a maximum height of 12 feet.

Item Number 110A: D5-PA-NU Private Attorney NUMBERED Jacket, ink color Black – Recycled

Same as the above Item No. 110, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 111: D5-CR-NU Criminal Information NUMBERED Jacket, ink color Black

This item is 2016 Criminal Felony Jacket for Criminal Information cases

Item Id. No. 5.12.1

Legend D5-CR-NU-1500-2016-(ITEM 5.12.1).

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- Amount** 1500 NUMBERED Jackets. 16C 550001 to 16C 551500 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.
- Jacket Paper** 11 point Manila paper with a basis weight of 150 lbs., non-recycled material.
- Expansion** 3.5 inch expansion that can hold 8 pounds of paper
- Jacket Size** The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"
- Construction** The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be made of 5 separate pieces using a "hot-process glue-weld" construction with 6.5" high brown Tyvek Mylar, reinforced gussets that glue to the front and back of interior lining and have a minimum tuck of 1/2" between the two front pieces and the two back pieces. Two ply glued back piece must extend the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.
- Strip Label** A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted, and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch characters, "C", black letters on a white field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.
- Delivery Info** Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the Clerk of the Circuit Court, 10220 S. 76th Ave., Bridgeview, IL 60455, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 40 feet long and can have a maximum height of 12 feet.

Item Number 111A: D5-CR-NU Criminal Information NUMBERED Jacket, ink color Black – Recycled

Same as the above Item No. 111, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 112: D6-CV-NU Civil NUMBERED Jacket, ink color Black

This item is 2016 Civil Jacket for Civil cases

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Item Id. No.	6.2.1
Legend	D6-CV-NU-18250-2016-(ITEM 6.2.1).
Amount	18250 NUMBERED Jackets. *16M6 000001 to 16M6 018250 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.
Jacket Paper	11 point Manila paper with a basis weight of 150 lbs., non-recycled material.
Expansion	3.5 inch expansion that can hold 8 pounds of paper
Jacket Size	The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"
Construction	The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be made of 5 separate pieces using a "hot-process glue-weld" construction with 6.5" high brown Tyvek mylar, reinforced gussets that glue to the front and back of interior lining and have a minimum tuck of 1/2" between the two front pieces and the two back pieces. Two ply glued back piece must extend the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.
Strip Label	A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch character, "M", black letter on white field. The case type code box shall be 1 and 1/2 inches high by 1 and 1/8 inches with the character, "6", white with black outline in a white field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.
Delivery Info	Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. There are two deliveries for this item. The first delivery will be at least the first 15% of the entire order, which needs to be delivered to the Clerk of the Circuit Court, 16501 S. Kedzie Parkway, Markham, IL 60428, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. The second delivery will be the 85% balance of the entire order, which needs to be delivered to the Clerk of the Circuit Court warehouse, 1330 S. 54th AVENUE., Cicero, Ill. 60804, between 7:00 A.M. to 2:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 40 feet long and can

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have a maximum height of 12 feet for the first delivery.

Item Number 112A D6-CV-NU Civil NUMBERED Jacket, ink color Black – Recycled

Same as the above Item No. 112, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 113: D6-CM-CM Criminal Misdemeanor NUMBERED Jacket, ink color Black

This item is	2016 Criminal Misdemeanor Jacket for Criminal Misdemeanor cases
Item Id. No.	6.4.1
Legend	D6-CM-CM-14000-2016-(ITEM 6.4.1).
Amount	14000 NUMBERED Jackets. 16MC6 000001 to 16MC6 014000 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.
Jacket Paper	15 point Manila paper with a basis weight of 200 lbs., non-recycled material.
Expansion	No expansion that can hold 1 pound of paper
Jacket Size	The overall size is 9" X 12" with a pocket body size of 8 ½" X 12"
Construction	The top of the front of the jacket shall be ½" lower than the back of the jacket. This is a flat pocket with no expansion and flaps must extend at least an inch past the fold. The file jacket must be made of acid-free paper. No side tab.
Strip Label	A full glued, pressure-sensitive label. 8-inch strip label, 1 ½ inch wide, Mylar coated, preprinted and fully glued to end tab. The year code box measures ¾ of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with ½ inch characters, "MC", black letters on white field. The case type code box shall be 1 and ½ inches high by 1 and 1/8 inches with 2 characters, "6" in vertical position, white letters with black outline in a white field. Numeric code boxes ¾ inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.
Delivery Info	Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. There are two deliveries for this item. The first delivery will be the first 25% of the total order, which needs to be delivered to the Clerk of the Circuit Court, 16501 S. Kedzie Parkway, Markham, IL 60428, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. The second delivery will be the 75% balance of the entire order, which needs to be delivered to the Clerk of the Circuit Court warehouse, 1330 S. 54 th AVENUE, Cicero, IL 60804, between the hours of 7:00 A.M. to 2:00 P.M., Monday through

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Friday, accept court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 40 feet long and can have a maximum height of 12 feet for the first delivery.

Item Number 113A: D6-CM-CM Criminal Misdemeanor NUMBERED Jacket, ink color Black – Recycled

Same as the above Item No. 113, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 114: D6-CM-DV Domestic Violence NUMBERED Jacket, ink color Orange

This item is	2016 Criminal Department Jacket for Domestic Violence cases
Item Id. No.	6.4.2
Legend	D6-CM-DV-3500-2016-(ITEM 6.4.2).
Amount	3500 NUMBERED Jackets. 16DV 60001 to 16DV 63500 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.
Jacket Paper	15 point Manila paper with a basis weight of 200 lbs., non-recycled material.
Expansion	No expansion that can hold 1 pound of paper
Jacket Size	The overall size is 9" X 12" with a pocket body size of 8 ½" X 12"
Construction	The top of the front of the jacket shall be ½" lower than the back of the jacket. This is a flat pocket with no expansion and flaps must extend at least an inch past the fold. The file jacket must be made of acid-free paper. No side tab.
Strip Label	A full glued, pressure-sensitive label. 8-inch strip label, 1 ½ inch wide, Mylar coated, preprinted and fully glued to end tab. The year code box measures ¾ of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with ½ inch characters, "DV", black letters on white field. ¾" –numeric codes with 5 digits split into 2 groups, the first two digits then the last 3 digits, white letters with black outline in color field The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.
Delivery Info	Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. There are two deliveries for this item. The first delivery will be at least the first 50% of the total order which, needs to be delivered to the Clerk of the Circuit Court, 16501 S. Kedzie Parkway, Markham, IL 60428, between the hours of 9:00 A.M. to 3:00 P.M. Monday through Friday except court holidays. The second delivery will be the 50% balance of the total order, which needs to be delivered to the Clerk of the Circuit Court warehouse, 1330 S. 54th AVENUE., Cicero, Ill.

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60804, between the hours of 7:00 A.M. to 2:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 30 feet long for the first delivery.

Item Number 114A: D6-CM-DV Domestic Violence NUMBERED Jacket, ink color Orange – Recycled

Same as the above Item No. 114, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 115: D6-DR-NU Domestic Relations NUMBERED Jacket, ink color Black

This item is 2016 Domestic Relations Jacket for Domestic Relations cases

Item Id. No. 6.5.1

Legend D6-DR-NU-1300-2016-(ITEM 6.5.1).

Amount 1300 NUMBERED Jackets. 16D 630001 to 16D 631300 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.

Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material.

Expansion 3.5 inch expansion that can hold 8 pounds of paper

Jacket Size The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"

Construction The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be made of 5 separate pieces using a "hot-process glue-weld" construction with 6.5" high brown Tyvek mylar, reinforced gussets that glue to the front and back of interior lining and have a minimum tuck of 1/2" between the two front pieces and the two back pieces. Two ply glued back piece must extend the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset

Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted, and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch characters, "D", black letters on a white field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.

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Delivery Info Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the Clerk of the Circuit Court, 16501 S. Kedzie Parkway, Markham, IL 60428, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 40 feet long and can have a maximum height of 12 feet.

Item Number 115A: D6-DR-NU Domestic Relations NUMBERED Jacket, ink color Black – Recycled

Same as the above Item No. 115, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 116: D6-OP-NU Order of Protection NUMBERED Jacket, ink color Black

This item is 2016 Domestic Relations Jacket for Order of Protection cases

Item Id. No. 6.5.2

Legend D6-OP-NU-1250-2016-(ITEM 6.5.2).

Amount 1250 NUMBERED Jackets. 16OP 60001 to 16OP 61250 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.

Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material.

Expansion 1.75 inch expansion that can hold 4 pounds of paper

Jacket Size The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"

Construction The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be made of 5 separate pieces using a "hot-process glue-weld" construction with 6.5" high brown Tyvek mylar, reinforced gussets that glue to the front and back of interior lining and have a minimum tuck of 1/2" between the two front pieces and the two back pieces. Two ply glued back piece must extend the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset

Strip Label A full glued, pressure-sensitive label. 8" strip label, 1 1/2" wide, mylar coated, preprinted and attached to end tab. 3/4" –year code. 2" –Case number code "OP", black letters on white field. 3/4" –numeric codes with 5 digits split into 2 groups, the first two digits then the last 3 digits, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange;

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4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.

Delivery Info Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This order needs to be delivered to the Clerk of the Circuit Court, 16501 S. Kedzie Parkway, Markham, IL 60428, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 40 feet long and can have a maximum height of 12 feet.

Item Number 116A: D6-OP-NU Order of Protection NUMBERED Jacket, ink color Black – Recycled

Same as the above Item No. 116, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 117: D6-LW-NU Law NUMBERED Jacket, ink color Black

This item is 2016 Law Jacket for Law cases

Item Id. No. 6.6.1

Legend D6-LW-NU-150-2016-(ITEM 6.6.1).

Amount 150 NUMBERED Jackets. 16L 066001 to 16L 066150 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.

Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material.

Expansion 3.5 inch expansion that can hold 8 pounds of paper

Jacket Size The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"

Construction The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be made of 5 separate pieces using a "hot-process glue-weld" construction with 6.5" high brown Tyvek mylar, reinforced gussets that glue to the front and back of interior lining and have a minimum tuck of 1/2" between the two front pieces and the two back pieces. Two ply glued back piece must extend the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset

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Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 ½ inch wide, Mylar coated, preprinted, and fully glued to end tab. The year code box measures ¾ of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with ½ inch characters, "L", black letters on a white field. Numeric code boxes ¾ inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.

Delivery Info Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the Clerk of the Circuit Court, 16501 S. Kedzie Parkway, Markham, IL 60428, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 40 feet long and can have a maximum height of 12 feet.

Item Number 117A: D6-LW-NU Law NUMBERED Jacket, ink color Black – Recycled

Same as the above Item No. 117, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 118: D6-SA-NU States Attorney Parentage "IV-D" NUMBERED Jacket, ink color Black

This item is 2016 Child Support Jacket for States Attorney Parentage "IV-D" cases

Item Id. No. 6.9.1

Legend D6-SA-NU-1750-2016-(ITEM 6.9.1).

Amount 1750 NUMBERED Jackets. 16D 650001 to 16D 651750 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.

Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material.

Expansion 1.75 inch expansion that can hold 4 pounds of paper

Jacket Size The overall size is 9" X 12-1/2" with a pocket body size of 8 ½" X 11-3/4"

Construction The top of the front of the jacket shall be ½" lower than the back and scored for "drop front". The expandable pocket is to be made of 5 separate pieces using a "hot-process glue-weld" construction with 6.5" high brown Tyvek mylar, reinforced gussets that glue to the front and back of interior lining and have a minimum tuck of ½" between the two front pieces and the two back pieces. Two ply glued back piece must extend the

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entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, $\frac{3}{4}$ inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least $\frac{1}{2}$ inch into the gusset.

Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 $\frac{1}{2}$ inch wide, Mylar coated, preprinted, and fully glued to end tab. The year code box measures $\frac{3}{4}$ of an inch by 1 and $\frac{1}{8}$ of an inch wide. Below, the division code shall be in a 1-inch high white box with $\frac{1}{2}$ inch characters, "D", black letters on a white field. Numeric code boxes $\frac{3}{4}$ inches by 1 and $\frac{7}{16}$ inches high for each digit with 6 digits split into 2 groups of 3 digits each. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.

Delivery Info Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the Clerk of the Circuit Court, 16501 S. Kedzie Parkway, Markham, IL 60428, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 40 feet long and can have a maximum height of 12 feet.

Item Number 118A: D6-SA-NU States Attorney Parentage "IV-D" NUMBERED Jacket, ink color Black – Recycled

Same as the above Item No. 118, but printed on recycled paper. Recycled paper shall have 10% recovered content and 10% postconsumer content.

Item Number 119: D6-PA-NU Private Attorney NUMBERED Jacket, ink color Black

This item is 2016 Child Support Jacket for Private Attorney cases

Item Id. No. 6.9.2

Legend D6-PA-NU-650-2016-(ITEM 6.9.2).

Amount 650 NUMBERED Jackets. 16D 679001 to 16D 679650 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.

Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material.

Expansion 1.75 inch expansion that can hold 4 pounds of paper

Jacket Size The overall size is 9" X 12-1/2" with a pocket body size of 8 $\frac{1}{2}$ " X 11-3/4"

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- Construction** The top of the front of the jacket shall be $\frac{1}{2}$ " lower than the back and scored for "drop front". The expandable pocket is to be made of 5 separate pieces using a "hot-process glue-weld" construction with 6.5" high brown Tyvek mylar, reinforced gussets that glue to the front and back of interior lining and have a minimum tuck of $\frac{1}{2}$ " between the two front pieces and the two back pieces. Two ply glued back piece must extend the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, $\frac{3}{4}$ inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least $\frac{1}{2}$ inch into the gusset.
- Strip Label** A full glued, pressure-sensitive label. 8-inch strip label, 1 $\frac{1}{2}$ inch wide, Mylar coated, preprinted, and fully glued to end tab. The year code box measures $\frac{3}{4}$ of an inch by 1 and $\frac{1}{8}$ of an inch wide. Below, the division code shall be in a 1-inch high white box with $\frac{1}{2}$ inch characters, "D", black letters on a white field. Numeric code boxes $\frac{3}{4}$ inches by 1 and $\frac{7}{16}$ inches high for each digit with 6 digits split into 2 groups of 3 digits each. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.
- Delivery Info** Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the Clerk of the Circuit Court, 16501 S. Kedzie Parkway, Markham, IL 60428, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 40 feet long and can have a maximum height of 12 feet.

Item Number 119A: D6-PA-NU Private Attorney NUMBERED Jacket, ink color Black – Recycled

Same as the above Item No. 119, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 120: D6-JJ-JD Delinquency NUMBERED Jacket, ink color Black

This item is 2016 Juvenile Justice Jacket for Delinquency cases

Item Id. No. 6.11.1

Legend D6-JJ-JD-800-2016-(ITEM 6.11.1).

Amount 800 NUMBERED Jackets. 16JD 60001 to 16JD 60800 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.

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- Jacket Paper** 11 point Manila paper with a basis weight of 150 lbs., non-recycled material.
- Expansion** 1.75 inch expansion that can hold 4 pounds of paper
- Jacket Size** The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"
- Construction** The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be made of 5 separate pieces using a "hot-process glue-weld" construction with 6.5" high brown Tyvek mylar, reinforced gussets that glue to the front and back of interior lining and have a minimum tuck of 1/2" between the two front pieces and the two back pieces. Two ply glued back piece must extend the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.
- Strip Label** A full glued, pressure-sensitive label. 8" strip label, 1 1/2" wide, mylar coated, preprinted and attached to end tab. 3/4" -year code. 2" -Case number code "JD", black letters on white field. 3/4" -numeric codes with 5 digits split into 2 groups, the first two digits then the last 3 digits, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.
- Delivery Info** Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the Clerk of the Circuit Court, 16501 S. Kedzie Parkway, Markham, IL 60428, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 40 feet long and can have a maximum height of 12 feet.

Item Number 120A: D6-JJ-JD Delinquency NUMBERED Jacket, ink color Black - Recycled

Same as the above Item No. 120, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 121: D6-CR-NU Criminal Information NUMBERED Jacket, ink color Black

This item is 2016 Criminal Felony Jacket for Criminal Information cases

Item Id. No. 6.12.1

Legend D6-CR-NU-2500-2016-(ITEM 6.12.1).

Amount 2500 NUMBERED Jackets. 16C 660001 to 16C 662500 No missing numbers.

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All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.

- Jacket Paper** 11 point Manila paper with a basis weight of 150 lbs., non-recycled material.
- Expansion** 3.5 inch expansion that can hold 8 pounds of paper
- Jacket Size** The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"
- Construction** The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be made of 5 separate pieces using a "hot-process glue-weld" construction with 6.5" high brown Tyvek mylar, reinforced gussets that glue to the front and back of interior lining and have a minimum tuck of 1/2" between the two front pieces and the two back pieces. Two ply glued back piece must extend the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.
- Strip Label** A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted, and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch characters, "C", black letters on a white field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.
- Delivery Info** Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. There are two deliveries for this item. The first delivery will be the first 20% of the total order, which needs to be delivered to the Clerk of the Circuit Court, 16501 S. Kedzie Parkway, Markham, IL 60428, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. The second delivery will be the 80% balance of the total order, which needs to be delivered to the Clerk of the Circuit warehouse, **1330 S. 54th AVENUE., Cicero, Ill. 60804, between the hours of 7:00 A.M. to 2:00 P.M., Monday through Friday, except court holidays.** All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 40 feet long and can have a maximum height of 12 feet for the first delivery.

Item Number 121A: D6-CR-NU Criminal Information NUMBERED Jacket, ink color Black – Recycled

Same as the above Item No. 121, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

SPECIFICATIONS**Item Number 122 M1-BL-FL Blank Flat UNNUMBERED jacket, ink color Black**

This item is 2016 Blank jacket Flat (No Expansion)

Item Id. No. 1.14.1

Legend M1-BL-FL-5250-2016-(ITEM 1.14.1)

Amount 5250 UNNUMBERED jackets

Jacket Paper 15 point Manila paper with a basis weight of 200 lbs., non-recycled material.

Expansion No expansion that can hold 1 pound of paper

Jacket Size The overall size is 9" X 12" with a pocket body size of 8 ½" X 12"

Construction The top of the front of the jacket shall be ½" lower than the back of the jacket. This is a flat pocket with no expansion and flaps must extend at least an inch past the fold. The file jacket must be made of acid-free paper. No side tab.

Strip Label None

Delivery Info Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the Clerk of the Circuit Court, 1330 S. 54th Avenue, Cicero, IL 60804 between the hours of 7:00 A.M. to 2:00 P.M. Monday through Friday except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck can be any size truck.

Item Number 122A: M1-BL-FL Blank Flat UNNUMBERED Jacket, ink color Black – Recycled

Same as the above Item No. 122, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 123 M1-BL-2I Blank Two Inch UNNUMBERED jacket, ink color Black

This item is 2016 Blank jacket (Two Inch Expansion)

Item Id. No. 1.14.2

Legend M1-BL-2I-3000-2016-(ITEM 1.14.2)

Amount 3000 UNNUMBERED jackets

Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material.

Expansion 1.75 inch expansion that can hold 4 pounds of paper

Jacket Size The overall size is 9" X 12-1/2" with a pocket body size of 8 ½" X 11-3/4"

SPECIFICATIONS

- Construction** The top of the front of the jacket shall be ½" lower than the back and scored for "drop front". The expandable pocket is to be made of 5 separate pieces using a "hot-process glue-weld" construction with 6.5" high brown Tyvek mylar, reinforced gussets that glue to the front and back of interior lining and have a minimum tuck of ½" between the two front pieces and the two back pieces. Two ply glued back piece must extend the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, ¾ inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least ½ inch into the gusset
- Strip Label** None
- Delivery Info** Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the Clerk of the Circuit Court, **1330 S. 54th Avenue, Cicero, IL 60804** between the hours of 7:00 A.M. to 2:00 P.M. Monday through Friday except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck can be any size truck.

Item Number 123A M1-BL-2I Blank Two Inch UNNUMBERED jacket, ink color Black - Recycled

Same as the above Item No. 123, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 124 M1-BL-4I Blank Four Inch UNNUMBERED jacket, ink color Black

- This item is** 2016 Blank jacket (Four Inch Expansion)
- Item Id. No.** 1.14.3
- Legend** M1-BL-4I-3000-2016-(ITEM 1.14.3)
- Amount** 3000 UNNUMBERED jackets
- Jacket Paper** 11 point Manila paper with a basis weight of 150 lbs., non-recycled material.
- Expansion** 3.5 inch expansion that can hold 8 pounds of paper
- Jacket Size** The overall size is 9" X 12-1/2" with a pocket body size of 8 ½" X 11-3/4"
- Construction** The top of the front of the jacket shall be ½" lower than the back and scored for "drop front". The expandable pocket is to be made of 5 separate pieces using a "hot-process glue-weld" construction with 6.5" high brown Tyvek Mylar, reinforced gussets that glue to the front and back of interior lining and have a minimum tuck of ½" between the two front pieces and the two back pieces. Two ply glued back piece must extend the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, ¾ inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least ½ inch into the gusset

SPECIFICATIONS

Strip Label None

Delivery Info Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the Clerk of the Circuit Court, **1330 S. 54th Avenue, Cicero, IL 60804** between the hours of 7:00 A.M. to 2:00 P.M. Monday through Friday except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck can be any size truck.

Item Number 124A M1-BL-4I Blank Four Inch UNNUMBERED jacket, ink color Black - Recycled

Same as the above Item No. 124, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 125 M1-GF-WL Global Filing UNNUMBERED jacket, Jacket color YELLOW, ink color Black

This item is 2016 Global Filing jacket (Four Inch Expansion)

Item Id. No. 1.13.5

Legend M1-GF-WL-3000-2016-(ITEM 1.13.5)

Amount 3000 UNNUMBERED jackets

Jacket Paper 15 point Yellow paper with a basis weight of 200 lbs., non-recycled material.

Expansion 3.5 inch expansion that can hold 8 pounds of paper

Jacket Size The overall size is 10" X 15" with a pocket body size of 10" X 15"

Construction The top of the front of the jacket shall be the same height as the back as the back of the jacket. Wallet w/ Velcro closure and accordion expansion No side tab.

Strip Label None

Delivery Info Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the Clerk of the Circuit Court, **1330 S. 54th Avenue, Cicero, IL 60804** between the hours of 7:00 A.M. to 2:00 P.M. Monday through Friday except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck can be any size truck.

SPECIFICATIONS**Item Number 125A M1-GF-WL Global Filing UNNUMBERED jacket, Jacket color YELLOW ink color Black - Recycled**

Same as the above Item No. 125, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 126 M1-TF-WL Transfer Filing UNNUMBERED jacket, Jacket color BROWN, ink color Black

This item is 2016 Transfer Filing jacket (Four Inch Expansion)

Item Id. No. 1.13.6

Legend M1-TF-WL-1000-2016-(ITEM 1.13.6)

Amount 1000 UNNUMBERED jackets

Jacket Paper 15 point Brown paper with a basis weight of 200 lbs., non-recycled material.

Expansion 3.5 inch expansion that can hold 8 pounds of paper

Jacket Size The overall size is 10" X 15" with a pocket body size of 10" X 15"

Construction The top of the front of the jacket shall be the same height as the back as the back of the jacket. Wallet w/ Velcro closure and accordion expansion No side tab.

Strip Label None

Delivery Info Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the Clerk of the Circuit Court, 1330 S. 54th Avenue, Cicero, IL 60804 between the hours of 7:00 A.M. to 2:00 P.M. Monday through Friday except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck can be any size truck.

Item Number 126A M1-TF-WL Transfer Filing UNNUMBERED jacket, Jacket color Brown ink color Black - Recycled

Same as the above Item No. 126, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

Item Number 127 M1-RD-IN Insert File UNNUMBERED jacket, Jacket color RED, no printing

This item is 2016 Red Insert Filing jacket – Flat (No Expansion)

Item Id. No. 1.13.7

SPECIFICATIONS

Legend	M1-RD-IN-1000-2016-(ITEM 1.13.7)
Jacket Paper	15 point Red paper with a basis weight of 200 lbs., non-recycled material.
Expansion	No expansion that can hold 1 pound of paper
Jacket Size	The overall size is 11" X 9.5" high with an open sides pocket body; size of front flap 11" X 9"
Construction	The top of the front of the jacket shall be ½" lower than the back of the jacket. This is a flat jacket with no expansion and open sides with a straight cut tab on top. The file jacket must be made of acid-free paper. No side tab.
Strip Label	None
Delivery Info	Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the Clerk of the Circuit Court, 1330 S. 54 th Avenue, Cicero, IL 60804 between the hours of 7:00 A.M. to 2:00 P.M. Monday through Friday except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck can be any size truck.

Item Number 127A M1-RD-IN Insert File UNNUMBERED jacket, Jacket color RED, no printing - Recycled

Same as the above Item No. 127, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

ITEM NO. 128: FILE FOLDERS

For Board of Review

File folders, 9-5/8" x 11-1/2" overall, 11 point white folder stock, non-coated paper, tinted on outside front panel and outside back panel, printed black ink on outside front panel, inside front panel and inside back panel, on front panel shall include 2 score lines and an angular ½ inch cut in left front flap, open sides.

The standard pantone colors shall change every year and the colors will be decided after award. Print on the folders may change every year and the print information will be provided after award.

First year example: Attorney B.R.R.E., #21-A, Qty. 190,000.

Second year example: Attorney B.R.R.E., #21-A, Qty. 190,000.

ITEM NO. 128A: FILE FOLDERS - RECYCLED

Same as the above Item No. 128, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

ITEM NO. 129: FILE FOLDERS

For Board of Review

File folders, 9-5/8" x 11-1/2" overall, 11 point white folder stock, non-coated paper, tinted on outside front panel and outside back panel, printed black ink on outside front panel, inside front panel and inside back panel, on front panel shall include 2 score lines and an angular ½ inch cut in left front flap, open sides.

SPECIFICATIONS

The standard pantone colors shall change every year and the colors will be decided after award. Print on the folders may change every year and the print information will be provided after award.

First year example: Condo B.R.R.E., #21-C, Qty. 100,000

Second year example: Condo B.R.R.E., #21-C, Qty. 100,000

ITEM NO. 129A: FILE FOLDERS - RECYCLED

Same as the above Item No. 129, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

ITEM NO. 130: FILE FOLDERS

For Board of Review

File folders, 9-5/8" x 11-1/2" overall, 11 point white folder stock, non-coated paper, tinted on outside front panel and outside back panel, printed black ink on outside front panel, inside front panel and inside back panel, on front panel shall include 2 score lines and an angular 1/2 inch cut in left front flap, open sides. The standard pantone colors shall change every year and the colors will be decided after award. Print on the folders may change every year and the print information will be provided after award.

First year example: Individual B.R.R.E., #21-1, Qty. 110,000

Second year example: Individual B.R.R.E., #21-1, Qty. 110,000

ITEM NO. 130A: FILE FOLDERS - RECYCLED

Same as the above Item No. 130, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

ITEM NO. 131: Docket Jacket, GOLDENROD

Docket Jackets, GOLDENROD, 9-1/4" x 14-3/4" with 3/4" Back Panel Extension, Overall size: 10" x 14-3/4", Straight Cut Top Tab, 28# Paper Stock, Fold-Over Bottom with 1-1/3" Glued Seam Each Side, Open Sides Construction, No Printing

ITEM NO. 131A: Docket Jacket, GOLDENROD - RECYCLED

Same as the above Item No. 131, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content

ITEM NO. 132: Docket Jackets, CANARY

Docket Jackets, CANARY, 9-1/4" x 14-3/4" with 3/4" Back Panel Extension, Overall size: 10" x 14-3/4", Straight Cut Top Tab, 28# Paper Stock, Fold-Over Bottom with 1-1/3" Glued Seam Each Side, Open Sides Construction, No Printing

ITEM NO. 132A: Docket Jackets, CANARY - RECYCLED

Same as the above Item No. 132, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content

ITEM NO. 133: Docket Jackets, PINK

Docket Jackets, PINK, 9-1/4" x 14-3/4" with 3/4" Back Panel Extension, Overall size: 10" x 14-3/4", Straight Cut Top Tab, 28# Paper Stock, Fold-Over Bottom with 1-1/3" Glued Seam Each Side, Open Sides Construction, No Printing

ITEM NO. 133A: Docket Jackets, PINK - RECYCLED

SPECIFICATIONS

Same as the above Item No. 133, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content

ITEM NO. 134: Docket Jackets, BLUE

Docket Jackets, BLUE, 9-1/4" x 14-3/4" with 3/4" Back Panel Extension, Overall size: 10" x 14-3/4", Straight Cut Top Tab, 28# Paper Stock, Fold-Over Bottom with 1-1/3" Glued Seam Each Side, Open Sides Construction, No Printing

ITEM NO. 134A: Docket Jackets, BLUE - RECYCLED

Same as the above Item No. 134, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content

ITEM NO. 135: Docket Jackets, RUBINE RED

Docket Jackets, RUBINE RED, 9-1/4" x 14-3/4" with 3/4" Back Panel Extension, Overall size: 10" x 14-3/4", Straight Cut Top Tab, 28# Paper Stock, Fold-Over Bottom with 1-1/3" Glued Seam Each Side, Open Sides Construction, No Printing

ITEM NO. 135A: Docket Jackets, RUBINE RED

Same as the above Item No. 135, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content.

ITEM NO. 136: Docket Jackets, GREEN PRISM

Docket Jackets, GREEN PRISM, 9-1/4" x 14-3/4" with 3/4" Back Panel Extension, Overall size: 10" x 14-3/4", Straight Cut Top Tab, 28# Paper Stock, Fold-Over Bottom with 1-1/3" Glued Seam Each Side, Open Sides Construction, No Printing

ITEM NO. 136A: Docket Jackets, GREEN PRISM - RECYCLED

Same as the above Item No. 136, but printed on recycled paper. Recycled paper shall have 30% recovered content and 30% postconsumer content

ITEM NO. 137: Docket Jackets, ORCHID

Docket Jackets, ORCHID, 9-1/4" x 14-3/4" with 3/4" Back Panel Extension, Overall size: 10" x 14-3/4", Straight Cut Top Tab, 28# Paper Stock, Fold-Over Bottom with 1-1/3" Glued Seam Each Side, Open Sides Construction, No Printing

ITEM NO. 137A: Docket Jackets, ORCHID - RECYCLED

Same as the above Item No. 136, but printed on recycled paper. Recycled paper shall have 30% postconsumer content

BIDDER: Paper Solutions PROPOSAL

The Bidder declares that it has carefully examined the Advertisement for Bids, the Instruction to Bidders, the Proposal Form, General and Special Conditions and Specifications identified as Contract Document Number 1535-14434 for Printing and Manufacturing of File Jackets and Folders for various Cook County agencies as prepared by Cook County, and that they have familiarized themselves with all of the conditions under which it must be carried out and understand that in making this Proposal they waive all rights to plead any misunderstanding regarding the same.

In the event that there is a mathematical error between the "Unit Price" and "Total Price", the Unit Price will prevail. All changes must be made by crossing out and initialing the item changed. Use of correction fluid, i.e., white out or any other similar method is not acceptable. Failure to initial any changes may be grounds for rejection of the Bid.

ITEM NO. UNIT OF MEASURE QTY. DESCRIPTION

NON-RECYCLED				RECYCLED			
ITEM NO.	UNIT OF MEASURE	QTY.	DESCRIPTION	ITEM NO.	UNIT OF MEASURE	QTY.	DESCRIPTION
1.	CARTON	1,550	FILE JACKETS, 25/BOX, 4 BOXES/CARTON, AS PER SPECIFICATIONS HEREIN.	1A.	CARTON	1,550	FILE JACKETS, 25/BOX, 4 BOXES/CARTON, AS PER SPECIFICATIONS HEREIN.
			\$ <u>66¹⁰</u> /CARTON				\$ <u>70⁵⁸</u> /CARTON
			\$ <u>102455⁰⁰</u> TOTAL				\$ <u>109399⁰⁰</u> TOTAL
			Manufacturer <u>Smead</u>				Manufacturer <u>Smead</u>

PROPOSAL

NON-RECYCLED				RECYCLED			
ITEM NO.	UNIT OF MEASURE	QTY.	DESCRIPTION	ITEM NO.	UNIT OF MEASURE	QTY.	DESCRIPTION
2.	EACH	150,000	FILE JACKETS, Felony AS PER SPECIFICATIONS HEREIN.	2A.	EACH	150,000	FILE JACKETS, Felony AS PER SPECIFICATIONS HEREIN.
			\$.17 25,500.00 TOTAL MFR Smead				\$.175 26,250.00 TOTAL MFR Smead
3.	EACH	25,000	FILE JACKETS, Juvenile AS PER SPECIFICATIONS HEREIN.	3A.	EACH	25,000	FILE JACKETS, Juvenile AS PER SPECIFICATIONS HEREIN.
			\$.20 5,000.00 TOTAL MFR Smead				\$.213 5,325.00 TOTAL MFR Smead

PROPOSAL

CONTRACT NO. 1535-14A34

NON-RECYCLED				RECYCLED			
ITEM NO.	UNIT OF MEASURE	QTY.	DESCRIPTION	ITEM NO.	UNIT OF MEASURE	QTY.	DESCRIPTION
4.	EACH	6,000	FILE JACKETS, Appeal Cases, AS PER SPECIFICATIONS HEREIN.	4A.	EACH	6,000	FILE JACKETS, Appeal Cases, AS PER SPECIFICATIONS HEREIN.
			\$ 1.20 /EACH				\$ 1.20 /EACH
			\$ 1200 ⁰⁰ TOTAL				\$ 1200 ⁰⁰ TOTAL
			MFR Smead				MFR Smead
5.	M	20	FILE JACKETS, AS PER SPECIFICATIONS HEREIN.	5A.	M	20	FILE JACKETS, AS PER SPECIFICATIONS HEREIN.
			\$ 310 ⁰⁰ /M				\$ 320 ⁰⁰ /M
			\$ 6200 ⁰⁰ TOTAL				\$ 6400 ⁰⁰ TOTAL
			MFR Smead				MFR Smead

PROPOSAL

CONTRACT NO. 1535-14434

NON-RECYCLED			RECYCLED	
6.	M 40	PRESENTENCE INVESTIGATION FILE, AS PER SPECIFICATIONS HEREIN.	6A. M 40	PRESENTENCE INVESTIGATION FILE, AS PER SPECIFICATIONS HEREIN.
		<p>\$ <u>147</u> /M</p> <p>\$ <u>5880⁰⁰</u> TOTAL</p> <p>MFR <u>Smcad</u></p>		<p>\$ <u>157</u> /M</p> <p>\$ <u>6280⁰⁰</u> TOTAL</p> <p>MFR <u>Smcad</u></p>

PROPOSAL

CONTRACT NO. 1536-14434

NON-RECYCLED				RECYCLED			
ITEM NO.	UNIT OF MEASURE	QTY.	DESCRIPTION	ITEM NO.	UNIT OF MEASURE	QTY.	DESCRIPTION
7.	M	40	CASE FILE, AS PER SPECIFICATIONS HEREIN.	7A.	M	40	CASE FILE, AS PER SPECIFICATIONS HEREIN.
			\$ 157- /M				\$ 157- /M
			\$ 6280- TOTAL				\$ 6280- TOTAL
			MFR Smead				MFR Smead
8.	M	50	CENTRAL BOND COURT FOLDERS, AS PER SPECIFICATIONS HEREIN.	8A.	M	50	CENTRAL BOND COURT FOLDERS, AS PER SPECIFICATIONS HEREIN.
			\$ 160 /M				\$ 160- /M
			\$ 8000- TOTAL				\$ 8000- TOTAL
			MFR Smead				MFR Smead

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PROPOSAL

NON-RECYCLED				RECYCLED			
ITEM NO.	UNIT OF MEASURE	QTY.	DESCRIPTION	ITEM NO.	UNIT OF MEASURE	QTY.	DESCRIPTION
11.	M	20	JUVENILE JACKETS, AS PER SPECIFICATIONS HEREIN.	11A.	M	20	JUVENILE JACKETS, AS PER SPECIFICATIONS HEREIN.
			\$ 331 /M				\$ 349 /M
			\$ 6620 - TOTAL MFR Smead				\$ 6980 - TOTAL MFR Smead
12.	M	10	APPEALS FOLDERS, AS PER SPECIFICATIONS HEREIN.	12A.	M	10	APPEALS FOLDERS, AS PER SPECIFICATIONS HEREIN.
			\$ 381 /M				\$ 381 /M
			\$ 3810 - TOTAL MFR Smead				\$ 3810 - TOTAL MFR Smead

PROPOSAL

CONTRACT NO. 1535-14434

NON-RECYCLED			RECYCLED		
ITEM NO.	UNIT OF MEASURE	QTY.	ITEM NO.	UNIT OF MEASURE	QTY.
DESCRIPTION			DESCRIPTION		
13.	M	3	13A.	M	3
FILE POCKETS, AS PER SPECIFICATIONS HEREIN.			FILE POCKETS, AS PER SPECIFICATIONS HEREIN.		
\$ 1056- /M \$ 3168- TOTAL MFR Smead			\$ 1056- /M \$ 3168- TOTAL MFR Smead		
14.	M	1.5	14A.	M	1.5
FILE JACKETS, AS PER SPECIFICATIONS HEREIN.			FILE JACKETS, AS PER SPECIFICATIONS HEREIN.		
\$ 442- /M \$ 668- TOTAL MFR Smead			\$ 470- /M \$ 705 TOTAL MFR Smead		

CONTRACT NO. 1535-14434

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PROPOSAL

CONTRACT NO. 1535-14434

NON-RECYCLED				RECYCLED			
ITEM NO.	UNIT OF MEASURE	QTY.	DESCRIPTION	ITEM NO.	UNIT OF MEASURE	QTY.	DESCRIPTION
16.	M	6	M1-CV-AR, Administrative Review Numbered Jacket, AS PER SPECIFICATIONS HEREIN.	16A.	M	6	M1-CV-AR, Administrative Review Numbered Jacket, AS PER SPECIFICATIONS HEREIN.
			\$ 802 /M				\$ 842 - /M
			\$ 4812 - TOTAL				\$ 5052 TOTAL
			MFR Smead				MFR Smead
17.	M	3	M1-CV-CH, Chicago Housing Authority (CHA) Numbered Jacket, AS PER SPECIFICATIONS HEREIN.	17A.	M	3	M1-CV-CH, Chicago Housing Authority (CHA) Numbered Jacket, AS PER SPECIFICATIONS HEREIN.
			\$ 802 - /M				\$ 842 - /M
			\$ 2406 - TOTAL				\$ 2526 - TOTAL
			MFR Smead				MFR Smead

CONTRACT NO. 1535-14434

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PROPOSAL

CONTRACT NO. 1535-14434

NON-RECYCLED				RECYCLED			
ITEM NO.	UNIT OF MEASURE	QTY.	DESCRIPTION	ITEM NO.	UNIT OF MEASURE	QTY.	DESCRIPTION
20.	M	70	M1-CV-FD, Forcible Detainer Joint Action Numbered Jacket, AS PER SPECIFICATIONS HEREIN.	20A.	M	70	M1-CV-FD, Forcible Detainer Joint Action Numbered Jacket, AS PER SPECIFICATIONS HEREIN.
			\$ <u>802⁰⁰</u> /M \$ <u>56140⁰⁰</u> TOTAL MFR <u>Smead</u>				\$ <u>834 -</u> /M \$ <u>58380 -</u> TOTAL MFR <u>Smead</u>
21.	M	8	M1-CV-HC, Housing Court Numbered Jacket, AS PER SPECIFICATIONS HEREIN.	21A.	M	8	M1-CV-HC, Housing Court Numbered Jacket, AS PER SPECIFICATIONS HEREIN.
			\$ <u>802⁰⁰</u> /M \$ <u>6416⁰⁰</u> TOTAL MFR <u>Smead</u>				\$ <u>850 -</u> /M \$ <u>6800 -</u> TOTAL MFR <u>Smead</u>

CONTRACT NO. 1535-14434

NON-RECYCLED				RECYCLED			
ITEM NO.	UNIT OF MEASURE	QTY.	DESCRIPTION	ITEM NO.	UNIT OF MEASURE	QTY.	DESCRIPTION
22.	M	3	M1-CV-MS, Miscellaneous Numbered Jacket, AS PER SPECIFICATIONS HEREIN.	22A.	M	3	M1-CV-MS, Miscellaneous Numbered Jacket, AS PER SPECIFICATIONS HEREIN.
			\$ 802 ⁰⁰ /M \$ 2406 ⁰⁰ TOTAL MFR Smead				\$ 850 /M \$ 2550 ⁻ TOTAL MFR Smead
23.	M	1	M1-CV-OV, Ordinance Violation Numbered Jacket, AS PER SPECIFICATIONS HEREIN.	23A.	M	1	M1-CV-OV, Ordinance Violation Numbered Jacket, AS PER SPECIFICATIONS HEREIN.
			\$ 406 ⁰⁰ /M \$ 406 ⁰⁰ TOTAL MFR Smead				\$ 406 ⁻ /M \$ 406 ⁻ TOTAL MFR Smead

PROPOSAL

NON-RECYCLED				RECYCLED			
ITEM NO.	UNIT OF MEASURE	QTY.	DESCRIPTION	ITEM NO.	UNIT OF MEASURE	QTY.	DESCRIPTION
24.	M	8	M1-CV-PI Personal PRO-SE PRO-SE Numbered Jacket, AS PER SPECIFICATIONS HEREIN.	24A.	M	8	M1-CV-PI Personal PRO-SE PRO-SE Numbered Jacket, AS PER SPECIFICATIONS HEREIN.
			\$ 1292- /M \$ 10176- TOTAL MFR Smead				\$ 1334 /M \$ 10672- TOTAL MFR Smead
25.	M	2	M1-CV-PS, PRO-SE Numbered Jacket, AS PER SPECIFICATIONS HEREIN.	25A.	M	2	M1-CV-PS, PRO-SE Numbered Jacket, AS PER SPECIFICATIONS HEREIN.
			\$ 802- /M \$ 1604 TOTAL MFR Smead				\$ 850- /M \$ 1700- TOTAL MFR Smead

PROPOSAL

NON-RECYCLED			RECYCLED		
ITEM NO.	UNIT OF MEASURE	QTY.	ITEM NO.	UNIT OF MEASURE	QTY.
DESCRIPTION			DESCRIPTION		
26.	M	2	26A.	M	2
M1-CV-RA Registration of Administrative Administrative Judgement Numbered Jacket, AS PER SPECIFICATIONS HEREIN.			M1-CV-RA Registration of Administrative Administrative Judgement Numbered Jacket, AS PER SPECIFICATIONS HEREIN.		
\$ 353 /M \$ 706- TOTAL MFR Smead			\$ 370- /M \$ 740- TOTAL MFR Smead		
27.	M	20	27A.	M	20
M1-CV-TO, Torts Numbered Jacket, AS PER SPECIFICATIONS HEREIN.			M1-CV-TO, Torts Numbered Jacket, AS PER SPECIFICATIONS HEREIN.		
\$ 802- /M \$ 16040- TOTAL MFR Smead			\$ 842 /M \$ 16840- TOTAL MFR Smead		

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PROPOSAL

CONTRACT NO. 1535-14434

NON-RECYCLED				RECYCLED			
ITEM NO.	UNIT OF MEASURE	QTY.	DESCRIPTION	ITEM NO.	UNIT OF MEASURE	QTY.	DESCRIPTION
34.	M	0.4	M1-CO-EL Election Numbered Jacket, AS PER SPECIFICATIONS HEREIN.	34A.	M	0.4	M1-CO-EL Election Numbered Jacket, AS PER SPECIFICATIONS HEREIN.
			\$ <u>1260</u> /M \$ <u>504</u> TOTAL MFR <u>Smead</u>				\$ <u>1340</u> /M \$ <u>536</u> TOTAL MFR <u>Smead</u>
35.	M	0.1	M1-CO-ES Estrays Numbered Jacket, AS PER SPECIFICATIONS HEREIN.	35A.	M	0.1	M1-CO-ES Estrays Numbered Jacket, AS PER SPECIFICATIONS HEREIN.
			\$ <u>400</u> /M \$ <u>40</u> TOTAL MFR <u>Smead</u>				\$ <u>400</u> /M \$ <u>40</u> TOTAL MFR <u>Smead</u>

PROPOSAL

NON-RECYCLED				RECYCLED			
ITEM NO.	UNIT OF MEASURE	QTY.	DESCRIPTION	ITEM NO.	UNIT OF MEASURE	QTY.	DESCRIPTION
36.	M	10	M1-CO-FO Civil Asset Forfeiture Numbered Jacket, AS PER SPECIFICATIONS HEREIN.	36A.	M	10	M1-CO-FO Civil Asset Forfeiture Numbered Jacket, AS PER SPECIFICATIONS HEREIN.
			\$ 1245 - /M \$ 12450 - TOTAL MFR Smead				\$ 1320 - /M \$ 13200 - TOTAL MFR Smead
37.	M	0.2	M1-CO-IN Indemnity Fund Numbered Jacket, AS PER SPECIFICATIONS HEREIN.	37A.	M	0.2	M1-CO-IN Indemnity Fund Numbered Jacket, AS PER SPECIFICATIONS HEREIN.
			\$ 800 - /M \$ 160 - TOTAL MFR Smead				\$ 850 - /M \$ 170 - TOTAL MFR Smead

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PROPOSAL

NON-RECYCLED				RECYCLED			
ITEM NO.	UNIT OF MEASURE	QTY.	DESCRIPTION	ITEM NO.	UNIT OF MEASURE	QTY.	DESCRIPTION
38.	M	0.1	M1-CO-IT Inheritance / Estate Tax Numbered Jacket, AS PER SPECIFICATIONS HEREIN.	38A.	M	0.1	M1-CO-IT Inheritance / Estate Tax Numbered Jacket, AS PER SPECIFICATIONS HEREIN.
			\$ 350 - /M \$ 35 - TOTAL MFR Smead				\$ 370 - /M \$ 37 - TOTAL MFR Smead
39.	M	9	M1-CO-MH, Treatment (Mental Health) Numbered Jacket, AS PER SPECIFICATIONS HEREIN.	39A.	M	9	M1-CO-MH, Treatment (Mental Health) Numbered Jacket, AS PER SPECIFICATIONS HEREIN.
			\$ 1249 - /M \$ 11241 - TOTAL MFR Smead				\$ 1330 - /M \$ 11970 - TOTAL MFR Smead

PROPOSAL

CONTRACT NO. 1535-14434

NON-RECYCLED				RECYCLED			
ITEM NO.	UNIT OF MEASURE	QTY.	DESCRIPTION	ITEM NO.	UNIT OF MEASURE	QTY.	DESCRIPTION
40.	M	0.2	M1-CO-MS Miscellaneous Numbered Jacket, AS PER SPECIFICATIONS HEREIN.	40A.	M	0.2	M1-CO-MS Miscellaneous Numbered Jacket, AS PER SPECIFICATIONS HEREIN.
			\$ 350 - /M \$ 70 - TOTAL MFR Smead				\$ 370 - /M \$ 74 - TOTAL MFR Smead
41.	M	0.1	M1-CO-PT, Administrative Review of Property Tax Appeal Board Numbered Jacket, AS PER SPECIFICATIONS HEREIN.	41A.	M	0.1	M1-CO-PT, Administrative Review of Property Tax Appeal Board Numbered Jacket, AS PER SPECIFICATIONS HEREIN.
			\$ 830 - /M \$ 83 - TOTAL MFR Smead				\$ 830 - /M \$ 83 - TOTAL MFR Smead

PROPOSAL

NON-RECYCLED				RECYCLED			
ITEM NO.	UNIT OF MEASURE	QTY.	DESCRIPTION	ITEM NO.	UNIT OF MEASURE	QTY.	DESCRIPTION
42.	M	0.1	M1-CO-SA Special Assessment Numbered Jacket, AS PER SPECIFICATIONS HEREIN.	42A.	M	0.1	M1-CO-SA Special Assessment Numbered Jacket, AS PER SPECIFICATIONS HEREIN.
			\$ 360 - /M \$ 36 - TOTAL MFR Smead				\$ 380 - /M \$ 38 - TOTAL MFR Smead
43.	M	14	M1-CO-TD, Expunge Redemption / Tax Deed Numbered Jacket, AS PER SPECIFICATIONS HEREIN.	43A.	M	14	M1-CO-TD, Expunge Redemption / Tax Deed Numbered Jacket, AS PER SPECIFICATIONS HEREIN.
			\$ 1245 - /M \$ 17430 - TOTAL MFR Smead				\$ 1307 - /M \$ 18298 - TOTAL MFR Smead

PROPOSAL

NON-RECYCLED				RECYCLED			
ITEM NO.	UNIT OF MEASURE	QTY.	DESCRIPTION	ITEM NO.	UNIT OF MEASURE	QTY.	DESCRIPTION
44.	M	28	M1-CO-TO Tax Objections Numbered Jacket, AS PER SPECIFICATIONS HEREIN.	44A.	M	28	M1-CO-TO Tax Objections Numbered Jacket, AS PER SPECIFICATIONS HEREIN.
			\$ 1245 - /M \$ 34860 - TOTAL MFR Smead				\$ 1307 - /M \$ 36596 - TOTAL MFR Smead
45.	M	3.4	M1-CO-VT, Vacate Tax Sale Tax Numbered Jacket, AS PER SPECIFICATIONS HEREIN.	45A.	M	3.4	M1-CO-VT, Vacate Tax Sale Tax Numbered Jacket, AS PER SPECIFICATIONS HEREIN.
			\$ 330 - /M \$ 1122 - TOTAL MFR Smead				\$ 350 - /M \$ 1190 - TOTAL MFR Smead

PROPOSAL

NON-RECYCLED			RECYCLED		
ITEM NO.	UNIT OF MEASURE	QTY.	ITEM NO.	UNIT OF MEASURE	QTY.
46.	M	0.4	46A.	M	0.4
M1-CO-AD-UN Adoption (UN) UNNUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.			M1-CO-AD-UN Adoption (UN) UNNUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.		
\$ 5000 - /M \$ 2000 - TOTAL MFR Smead			\$ 5250 - /M \$ 2100 - TOTAL MFR Smead		
47.	M	0.4	47A.	M	0.4
M1-CO-CI, Confidential Intermediary NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.			M1-CO-CI, Confidential Intermediary NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.		
\$ 5500 - /M \$ 2200 - TOTAL MFR Smead			\$ 5775 - /M \$ 2310 - TOTAL MFR Smead		

PROPOSAL

NON-RECYCLED			RECYCLED		
ITEM NO.	UNIT OF MEASURE	QTY.	ITEM NO.	UNIT OF MEASURE	QTY.
48.	M	2.2	48A.	M	2.2
M1-CO-NC Change of Name NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.			M1-CO-NC Change of Name NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.		
49.	M	0.15-0.13	49A.	M	0.15-0.13
M1-CO-TR, Real Estate Tax Refund Numbered Jacket, AS PER SPECIFICATIONS HEREIN.			M1-CO-TR, Real Estate Tax Refund Numbered Jacket, AS PER SPECIFICATIONS HEREIN.		

PROPOSAL

NON-RECYCLED			RECYCLED				
ITEM NO.	UNIT OF MEASURE	QTY.	DESCRIPTION	ITEM NO.	UNIT OF MEASURE	QTY.	DESCRIPTION
50.	M	4	MIL-CM-DV Parental Notification Numbered Jacket, AS PER SPECIFICATIONS HEREIN.	50A.	M	4	MIL-CM-DV Parental Notification Numbered Jacket, AS PER SPECIFICATIONS HEREIN.
			\$ 360 - /M \$ 144 - TOTAL MFR Smead				\$ 360 - /M \$ 144 - TOTAL MFR Smead
51.	M	32	M1-CM-DV Domestic Violence Numbered Jacket, AS PER SPECIFICATIONS HEREIN.	51A.	M	32	M1-CM-DV Domestic Violence Numbered Jacket, AS PER SPECIFICATIONS HEREIN.
			\$ 802 - /M \$ 25664 - TOTAL MFR Smead				\$ 842 - /M \$ 26944 - TOTAL MFR Smead

PROPOSAL

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PROPOSAL

CONTRACT NO. 1535-14434

NON-RECYCLED				RECYCLED			
ITEM NO.	UNIT OF MEASURE	QTY.	DESCRIPTION	ITEM NO.	UNIT OF MEASURE	QTY.	DESCRIPTION
52.	M	1	M1-CM-FI, Felony Information NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.	52A.	M	1	M1-CM-FI, Felony Information NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.
			\$ 1245 - /M \$ 1245 TOTAL MFR Smead				\$ 1320 - /M \$ 1320 TOTAL MFR Smead
53.	M	80	M1-CM-FP Felony Preliminary Hearing NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.	53A.	M	80	M1-CM-FP Felony Preliminary Hearing NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.
			\$ 330 - /M \$ 26400 - TOTAL MFR Smead				\$ 345 - /M \$ 27600 - TOTAL MFR Smead

PROPOSAL

NON-RECYCLED			RECYCLED				
ITEM NO.	UNIT OF MEASURE	QTY.	DESCRIPTION	ITEM NO.	UNIT OF MEASURE	QTY.	DESCRIPTION
54.	M	220.5	<div>MISCELLANEOUS REMEDY NUMBERED JACKET, AS PER SPECIFICATIONS HEREIN.</div> <div>Salary Information: Criminal</div>	54A.	M	220.5	<div>MISCELLANEOUS REMEDY NUMBERED JACKET, AS PER SPECIFICATIONS HEREIN.</div> <div>Salary Information: Criminal</div>
			<div>\$ 330 - /M</div> <div>\$ 72765 - TOTAL</div> <div>MFR Sneed</div>				<div>\$ 346 - /M</div> <div>\$ 76293 - TOTAL</div> <div>MFR Sneed</div>
55.	M	4	<div>MISCELLANEOUS REMEDY NUMBERED JACKET, AS PER SPECIFICATIONS HEREIN.</div>	55A.	M	4	<div>MISCELLANEOUS REMEDY NUMBERED JACKET, AS PER SPECIFICATIONS HEREIN.</div>
			<div>\$ 330 - /M</div> <div>\$ 1320 - TOTAL</div> <div>MFR Sneed</div>				<div>\$ 350 - /M</div> <div>\$ 1400 - TOTAL</div> <div>MFR Sneed</div>

PROPOSAL

NON-RECYCLED			RECYCLED				
ITEM NO.	UNIT OF MEASURE	QTY.	DESCRIPTION	ITEM NO.	UNIT OF MEASURE	QTY.	DESCRIPTION
56.	M	30	M1-CM-SU, Supplemental UNNUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.	56A.	M	30	M1-CM-SU, Supplemental UNNUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.
			\$ 217 - /M \$ 6510 - TOTAL MFR Smead				\$ 225 - /M \$ 6750 - TOTAL MFR
57.	M	28	M1-DR-DR Domestic Relations NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.	57A.	M	28	M1-DR-DR Domestic Relations NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.
			\$ 1272 - /M \$ 35616 - TOTAL MFR Smead				\$ 1340 - /M \$ 37520 - TOTAL MFR Smead

PROPOSAL

CONTRACT NO. 1535-14434

CONTRACT NO. 11-84-100

NON-RECYCLED				RECYCLED			
ITEM NO.	UNIT OF MEASURE	QTY.	DESCRIPTION	ITEM NO.	UNIT OF MEASURE	QTY.	DESCRIPTION
58.	M	26	M1-DR-OP Order of Protection Numbered Jacket, AS PER SPECIFICATIONS HEREIN.	58A.	M	26	M1-DR-OP Order of Protection Numbered Jacket, AS PER SPECIFICATIONS HEREIN.
			\$ 1245 - /M \$ 32370 - TOTAL MFR Smead				\$ 1307 - /M \$ 33982 - TOTAL MFR Smead
59.	M	30	M1-LW-LW, Law (General) Numbered Jacket, AS PER SPECIFICATIONS HEREIN.	59A.	M	30	M1-LW-LW, Law (General) Numbered Jacket, AS PER SPECIFICATIONS HEREIN.
			\$ 1292 - /M \$ 38160 - TOTAL MFR Smead				\$ 1320 - /M \$ 39600 - TOTAL MFR Smead

PROPOSAL

CONTRACT NO. 11-84-100

NON-RECYCLED				RECYCLED			
ITEM NO.	UNIT OF MEASURE	QTY.	DESCRIPTION	ITEM NO.	UNIT OF MEASURE	QTY.	DESCRIPTION
60.	M	3	M1-LW-TM, Law (Tax and Miscellaneous) NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.	60A.	M	3	M1-LW-TM, Law (Tax and Miscellaneous) NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.
			\$ 1272 - /M \$ 3816 - TOTAL MFR Smead				\$ 1320 - /M \$ 3960 - TOTAL MFR Smead
61.	M	17	M1-PR-PR Probate NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.	61A.	M	17	M1-PR-PR Probate NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.
			\$ 1272 - /M \$ 21624 - TOTAL MFR Smead				\$ 1320 - /M \$ 22440 - TOTAL MFR Smead

PROPOSAL

NON-RECYCLED			RECYCLED		
ITEM NO.	UNIT OF MEASURE	QTY.	ITEM NO.	UNIT OF MEASURE	QTY.
DESCRIPTION			DESCRIPTION		
62.	M	2	62A.	M	2
M1-CM-MITR, Traffic Misdemeanor NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.			M1-CM-MITR, Traffic Misdemeanor NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.		
\$ 330 - /M \$ 660 - TOTAL MFR Smead			\$ 350 - /M \$ 700 - TOTAL MFR Smead		
63.	M	170	63A.	M	170
M1-TR-DU Traffic DUI UNNUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.			M1-TR-DU Traffic DUI UNNUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.		
\$ 217 - /M \$ 36890 - TOTAL MFR Smead			\$ 225 - /M \$ 38250 - TOTAL MFR Smead		

PROPOSAL

NON-RECYCLED				RECYCLED			
ITEM NO.	UNIT OF MEASURE	QTY.	DESCRIPTION	ITEM NO.	UNIT OF MEASURE	QTY.	DESCRIPTION
64.	M	11	M1-CS-SA, States Attorney Parentage IV-D NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.	64A.	M	11	M1-CS-SA, States Attorney Parentage IV-D NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.
			\$ 1245 - /M \$ 13695 - TOTAL MFR Smead				\$ 1307 - /M \$ 14377 - TOTAL MFR Smead
65.	M	5.2	M1-CS-PA Private Attorney NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.	65A.	M	5.2	M1-CS-PA Private Attorney NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.
			\$ 1245 - /M \$ 6474 - TOTAL MFR Smead				\$ 1305 - /M \$ 6786 - TOTAL MFR Smead

PROPOSAL

NON-RECYCLED			RECYCLED		
ITEM NO.	UNIT OF MEASURE	QTY.	ITEM NO.	UNIT OF MEASURE	QTY.
66.	M	3	66A.	M	3
M1-CS-UIFSA NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.			M1-CS-UIFSA NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.		
\$ 1245 - /M \$ 3735 - TOTAL MFR Smead			\$ 1307 - /M \$ 3921 - TOTAL MFR Smead		
67.	M	4	67A.	M	4
M1-JL-CP Abuse and Neglect NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.			M1-JL-CP Abuse and Neglect NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.		
\$ 1292 - /M \$ 5088 - TOTAL MFR Smead			\$ 1320 - /M \$ 5280 - TOTAL MFR Smead		

PROPOSAL

NON-RECYCLED			RECYCLED		
ITEM NO.	UNIT OF MEASURE	QTY.	ITEM NO.	UNIT OF MEASURE	QTY.
DESCRIPTION			DESCRIPTION		
68.	M	14	M1-JJ-JD,		
Delinquency NUMBERED Jacket,			Delinquency NUMBERED Jacket,		
AS PER SPECIFICATIONS HEREIN.			AS PER SPECIFICATIONS HEREIN.		
\$ 1245 - /M \$ 17430 - TOTAL MFR <u>Smead</u>			\$ 1307 - /M \$ 18298 - TOTAL MFR <u>Smead</u>		
69.	M	52	M1-CR-CR		
Felony NUMBERED Jacket,			Felony NUMBERED Jacket,		
AS PER SPECIFICATIONS HEREIN.			AS PER SPECIFICATIONS HEREIN.		
\$ 1272 - /M \$ 66144 - TOTAL MFR <u>Smead</u>			\$ 1320 - /M \$ 68640 - TOTAL MFR <u>Smead</u>		

PROPOSAL

CONTRACT NO. 1535-14434

NON-RECYCLED				RECYCLED			
ITEM NO.	UNIT OF MEASURE	QTY.	DESCRIPTION	ITEM NO.	UNIT OF MEASURE	QTY.	DESCRIPTION
70.	M	2	M1-CR-CR Felony (Elder Law) NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.	70A.	M	2	M1-CR-CR, Felony (Elder Law) NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.
			\$ 1272 - /M \$ 2544 - TOTAL MFR Smead				\$ 1320 - /M \$ 2640 - TOTAL MFR Smead
71.	M	.6	M1-CR-CC Contempt Of Court NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.	71A.	M	.6	M1-CR-CC Contempt Of Court NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.
			\$ 340 - /M \$ 204 - TOTAL MFR Smead				\$ 360 - /M \$ 216 - TOTAL MFR Smead

PROPOSAL

NON-RECYCLED				RECYCLED			
ITEM NO.	UNIT OF MEASURE	QTY.	DESCRIPTION	ITEM NO.	UNIT OF MEASURE	QTY.	DESCRIPTION
72.	M	0.3	M1-CR-MR Miscellaneous Remedy Jacket, AS PER SPECIFICATIONS HEREIN.	72A.	M	0.3	M1-CR-MR Miscellaneous Remedy Jacket, AS PER SPECIFICATIONS HEREIN.
			\$ 800 - /M \$ 240 - TOTAL MFR Smead				\$ 850 - /M \$ 255 - TOTAL MFR Smead
73.	M	0.2	M1-CR-HC Criminal Habeas Corpus Jacket, AS PER SPECIFICATIONS HEREIN.	73A.	M	0.2	M1-CR-HC Criminal Habeas Corpus Jacket, AS PER SPECIFICATIONS HEREIN.
			\$ 360 - /M \$ 72 - TOTAL MFR Smead				\$ 360 - /M \$ 72 - TOTAL MFR Smead

PROPOSAL

NON-RECYCLED			RECYCLED		
ITEM NO.	UNIT OF MEASURE	QTY.	ITEM NO.	UNIT OF MEASURE	QTY.
DESCRIPTION			DESCRIPTION		
74.	M	0.8	74A.	M	0.8
M1-CR-VM, Child Victim UNNUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.			M1-CR-VM, Child Victim UNNUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.		
\$ 3500 - /M \$ 2800 - TOTAL MFR Smead			\$ 3500 - /M \$ 2800 - TOTAL MFR Smead		
75.	M	16	75A.	M	16
D2-CV-NU Civil NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.			D2-CV-NU Civil NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.		
\$ 1249 - /M \$ 19984 - TOTAL MFR Smead			\$ 1300 - /M \$ 20800 - TOTAL MFR Smead		

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PROPOSAL

NON-RECYCLED				RECYCLED			
ITEM NO.	UNIT OF MEASURE	QTY.	DESCRIPTION	ITEM NO.	UNIT OF MEASURE	QTY.	DESCRIPTION
80.	M	0.2	D2-LW-NU, Law NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.	80A.	M	0.2	D2-LW-NU, Law NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.
			\$ 1280 - /M \$ 256 - TOTAL MFR Smead				\$ 1340 - /M \$ 268 - TOTAL MFR Smead
81.	M	0.2	D2-SA-NU States Attorney Parentage IV-D NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.	81A.	M	0.2	D2-SA-NU States Attorney Parentage IV-D NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.
			\$ 1260 - /M \$ 252 - TOTAL MFR Smead				\$ 1350 - /M \$ 270 - TOTAL MFR Smead

PROPOSAL

CONTRACT NO. 1536-14434

NON-RECYCLED			RECYCLED				
ITEM NO.	UNIT OF MEASURE	QTY.	DESCRIPTION	ITEM NO.	UNIT OF MEASURE	QTY.	DESCRIPTION
84.	M	23.2	D3-CV-NU, CIVIL NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.	84A.	M	23.2	D3-CV-NU, CIVIL NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.
			\$ 800 - /M \$ 18560 - TOTAL MFR Smead				\$ 840 - /M \$ 19488 - TOTAL MFR Smead
85.	M	14.6	D3-CM-CM Criminal Misdemeanor NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.	85A.	M	14.6	D3-CM-CM Criminal Misdemeanor NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.
			\$ 800 - /M \$ 11680 - TOTAL MFR Smead				\$ 840 - /M \$ 12264 - TOTAL MFR Smead

PROPOSAL

CONTRACT NO. 1535-14434

NON-RECYCLED				RECYCLED			
ITEM NO.	UNIT OF MEASURE	QTY.	DESCRIPTION	ITEM NO.	UNIT OF MEASURE	QTY.	DESCRIPTION
86.	M	5	D3-CM-DV, Domestic Violence NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.	86A.	M	5	D3-CM-DV, Domestic Violence NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.
			\$ 805- /M \$ 4025- TOTAL MFR Smead				\$ 850- /M \$ 4250- TOTAL MFR Smead
87.	M	2.8	D3-DR-NU Domestic Relations NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.	87A.	M	2.8	D3-DR-NU Domestic Relations NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.
			\$ 1280- /M \$ 3584- TOTAL MFR Smead				\$ 1340- /M \$ 3752- TOTAL MFR Smead

PROPOSAL

NON-RECYCLED			RECYCLED				
ITEM NO.	UNIT OF MEASURE	QTY.	DESCRIPTION	ITEM NO.	UNIT OF MEASURE	QTY.	DESCRIPTION
88.	M	2.2	D3-OP-NU Order of Protection NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.	88A.	M	2.2	D3-OP-NU Order of Protection NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.
			\$ 805 - /M \$ 1771 - TOTAL MFR Smead				\$ 850 - /M \$ 1870 - TOTAL MFR Smead
89.	M	0.2	D3-LW-NU LAW Law NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.	89A.	M	0.2	D3-LW-NU LAW Law NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.
			\$ 1470 - /M \$ 294 - TOTAL MFR Smead				\$ 1470 - /M \$ 294 - TOTAL MFR Smead

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PROPOSAL

NON-RECYCLED			RECYCLED		
ITEM NO.	UNIT OF MEASURE	QTY.	ITEM NO.	UNIT OF MEASURE	QTY.
92.	M	2.6	92A.	M	2.6
D3-CR-NU, Criminal Information NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.			D3-CR-NU, Criminal Information NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.		
\$ 1280 - /M \$ 3328 - TOTAL MFR Smead			\$ 1350 - /M \$ 3510 - TOTAL MFR Smead		
93.	M	14.2	93A.	M	14.2
D4-CV-NU Civil NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.			D4-CV-NU Civil NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.		
\$ 1250 - /M \$ 17750 - TOTAL MFR Smead			\$ 1320 - /M \$ 18744 - TOTAL MFR Smead		

PROPOSAL

NON-RECYCLED				RECYCLED			
ITEM NO.	UNIT OF MEASURE	QTY.	DESCRIPTION	ITEM NO.	UNIT OF MEASURE	QTY.	DESCRIPTION
94.	M	16	D4-CM-CM, Criminal Misdemeanor NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.	94A.	M	16	D4-CM-CM, Criminal Misdemeanor NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.
			\$ <u>330-</u> /M \$ <u>5280-</u> TOTAL MFR <u>Smead</u>				\$ <u>350</u> /M \$ <u>5600-</u> TOTAL MFR <u>Smead</u>
95.	M	4.2	D4-CM-DV Domestic Violence NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.	95A.	M	4.2	D4-CM-DV Domestic Violence NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.
			\$ <u>330-</u> /M \$ <u>1386-</u> TOTAL MFR <u>Smead</u>				\$ <u>350-</u> /M \$ <u>1470-</u> TOTAL MFR <u>Smead</u>

CONTRACT NO. 1535-14434

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PROPOSAL

CONTRACT NO. 1535-14434

NON-RECYCLED			RECYCLED				
ITEM NO.	UNIT OF MEASURE	QTY.	DESCRIPTION	ITEM NO.	UNIT OF MEASURE	QTY.	DESCRIPTION
98.	M	0.1	D4-LW-NU, Law NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.	98A.	M	0.1	D4-LW-NU, Law NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.

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PROPOSAL

NON-RECYCLED			RECYCLED		
ITEM NO.	UNIT OF MEASURE	QTY.	ITEM NO.	UNIT OF MEASURE	QTY.
DESCRIPTION			DESCRIPTION		
102.	M	15.8	102A.	M	15.8
DS-CV-NU, CIVIL NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.			DS-CV-NU, CIVIL NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.		
\$ 1240 - /M \$ 19592 - TOTAL MFR <u>Smead</u>			\$ 1320 - /M \$ 20856 - TOTAL MFR <u>Smead</u>		
103.	M	25	103A.	M	25
DS-CM-CM Criminal Misdemeanor NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.			DS-CM-CM Criminal Misdemeanor NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.		
\$ 330 - /M \$ 8250 - TOTAL MFR <u>Smead</u>			\$ 350 - /M \$ 8750 - TOTAL MFR <u>Smead</u>		

PROPOSAL

NON-RECYCLED			RECYCLED				
ITEM NO.	UNIT OF MEASURE	QTY.	DESCRIPTION	ITEM NO.	UNIT OF MEASURE	QTY.	DESCRIPTION
104.	M	4.4	D5-CM-DV, Domestic Violence NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.	104A.	M	4.4	D5-CM-DV, Domestic Violence NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.
			\$ 800 - /M \$ 3520 - TOTAL MFR Smead				\$ 840 - /M \$ 3696 - TOTAL MFR Smead
105.	M	3.2	D5-DR-NU Domestic Relations NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.	105A.	M	3.2	D5-DR-NU Domestic Relations NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.
			\$ 1280 - /M \$ 4096 - TOTAL MFR Smead				\$ 1340 - /M \$ 4288 - TOTAL MFR Smead

PROPOSAL

NON-RECYCLED			RECYCLED		
ITEM NO.	UNIT OF MEASURE	QTY.	ITEM NO.	UNIT OF MEASURE	QTY.
106.	M	3	106A.	M	3
DS-OP-NU, Order of Protection NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.			DS-OP-NU, Order of Protection NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.		
\$ 1244 - /M \$ 3732 - TOTAL MFR Smead			\$ 1310 - /M \$ 3930 - TOTAL MFR Smead		
107.	M	0.3	107A.	M	0.3
DS-LW-NU, NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.			DS-LW-NU, NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.		
\$ 1470 - /M \$ 441 - TOTAL MFR Smead			\$ 1470 - /M \$ 441 - TOTAL MFR Smead		

PROPOSAL

NON-RECYCLED				RECYCLED			
ITEM NO.	UNIT OF MEASURE	QTY.	DESCRIPTION	ITEM NO.	UNIT OF MEASURE	QTY.	DESCRIPTION
108.	M	0.7	DS-GA-NU, Guardianship NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.	108A.	M	0.7	DS-GA-NU, Guardianship NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.
			\$ 1250 - /M \$ 875 - TOTAL MFR Smead				\$ 1320 - /M \$ 924 - TOTAL MFR Smead
109.	M	1	DS-SA-NU States Attorney Parentage IV-D NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.	109A.	M	1	DS-SA-NU States Attorney Parentage IV-D NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.
			\$ 1250 - /M \$ 1250 - TOTAL MFR Smead				\$ 1300 - /M \$ 1300 - TOTAL MFR Smead

PROPOSAL

CONTRACT NO. 1636-14434

NON-RECYCLED			RECYCLED		
ITEM NO.	UNIT OF MEASURE	QTY.	ITEM NO.	UNIT OF MEASURE	QTY.
110.	M	0.3	110A.	M	0.3
DS-PA-NU, Private Attorney Parentage "IV-D" NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.			DS-PA-NU, Private Attorney Parentage "IV-D" NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.		
\$ 1250 - /M \$ 375 - TOTAL MFR Smead			\$ 1310 - /M \$ 398 - TOTAL MFR Smead		
111.	M	3	111A.	M	3
DS-CR-NU Criminal Information NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.			DS-CR-NU Criminal Information NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.		
\$ 1272 - /M \$ 3816 - TOTAL MFR Smead			\$ 1340 - /M \$ 4020 - TOTAL MFR Smead		

PROPOSAL

NON-RECYCLED			RECYCLED		
ITEM NO.	UNIT OF MEASURE	QTY.	ITEM NO.	UNIT OF MEASURE	QTY.
112.	M	36.5	112A.	M	36.5
D6-CV-NU, Civil NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.			D6-CV-NU, Civil NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.		
\$ 1280 - /M \$ 46720 - TOTAL MFR <u>Smend</u>			\$ 1330 - /M \$ 48545 - TOTAL MFR <u>Smend</u>		
113.	M	28	113A.	M	28
D6-CM-CM Criminal Misdemeanor NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.			D6-CM-CM Criminal Misdemeanor NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.		
\$ 330 - /M \$ 9240 - TOTAL MFR <u>Smend</u>			\$ 350 - /M \$ 9800 - TOTAL MFR <u>Smend</u>		

PROPOSAL

CONTRACT NO. 1535-14434

NON-RECYCLED			RECYCLED				
ITEM NO.	UNIT OF MEASURE	QTY.	DESCRIPTION	ITEM NO.	UNIT OF MEASURE	QTY.	DESCRIPTION
114.	M	7	D6-CM-DV, Domestic Violence NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.	114A.	M	7	D6-CM-DV, Domestic Violence NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.
			\$ 330 - /M \$ 2310 - TOTAL MFR Smead				\$ 350 - /M \$ 2450 - TOTAL MFR Smead
115.	M	2.6	D6-DR-NU Domestic Relations NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.	115A.	M	2.6	D6-DR-NU Domestic Relations NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.
			\$ 1280 - /M \$ 3328 - TOTAL MFR Smead				\$ 1350 - /M \$ 3510 - TOTAL MFR Smead

PROPOSAL

CONTRACT NO. 1535-14434

NON-RECYCLED			RECYCLED		
ITEM NO.	UNIT OF MEASURE	QTY.	ITEM NO.	UNIT OF MEASURE	QTY.
116.	M	2.5	116A.	M	2.5
D6-OP-NU, Order of Protection NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.			D6-OP-NU, Order of Protection NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.		
\$ 1250 - /M \$ 3125 - TOTAL MFR Smead			\$ 1320 - /M \$ 3300 - TOTAL MFR Smead		
117.	M	0.3	117A.	M	0.3
D6-LW-NU Law NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.			D6-LW-NU Law NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.		
\$ 1280 - /M \$ 384 - TOTAL MFR Smead			\$ 1340 - /M \$ 402 - TOTAL MFR Smead		

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PROPOSAL

NON-RECYCLED			RECYCLED		
ITEM NO.	UNIT OF MEASURE	QTY.	ITEM NO.	UNIT OF MEASURE	QTY.
DESCRIPTION			DESCRIPTION		
120.	M	1.6	120A.	M	1.6
D6-JI-ID, Delinquency NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.			D6-JI-ID, Delinquency NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.		
\$ 1250 - /M \$ 2000 - TOTAL MFR Smead			\$ 1310 - /M \$ 2096 - TOTAL MFR Smead		
121.	M	5	121A.	M	2.5
D6-CR-NU Criminal Information NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.			D6-CR-NU Criminal Information NUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.		
\$ 1280 - /M \$ 2560 - TOTAL MFR Smead			\$ 1330 - /M \$ 6650 - TOTAL MFR Smead		

PROPOSAL

NON-RECYCLED			RECYCLED		
ITEM NO.	UNIT OF MEASURE	QTY.	ITEM NO.	UNIT OF MEASURE	QTY.
DESCRIPTION			DESCRIPTION		
122.	M	10.5	122A.	M	10.5
Blank Flat UNNUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.			Blank Flat UNNUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.		
\$ 330 - /M \$ 3465 - TOTAL MFR Smead			\$ 350 - /M \$ 3675 - TOTAL MFR Smead		
123.	M	6	123A.	M	6
Two-inch Blank UNNUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.			Two inch Blank UNNUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.		
\$ 1250 - /M \$ 7500 - TOTAL MFR Smead			\$ 1320 - /M \$ 7920 - TOTAL MFR Smead		

PROPOSAL

NON-RECYCLED				RECYCLED			
ITEM NO.	UNIT OF MEASURE	QTY.	DESCRIPTION	ITEM NO.	UNIT OF MEASURE	QTY.	DESCRIPTION
124.	M	6	M1-BL-41 Four-inch Blank UNNUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.	124A.	M	6	M1-BL-41 Four-inch Blank UNNUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.
			\$ 1280 - /M \$ 7680 - TOTAL MFR <u>Smead</u>				\$ 1340 - /M \$ 8040 - TOTAL MFR <u>Smead</u>
125.	M	6	M1-GF-WL Global Filing UNNUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.	125A.	M	6	M1-GF-WL Global Filing UNNUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.
			\$ 3320 - /M \$ 19920 - TOTAL MFR <u>Smead</u>				\$ 3320 - /M \$ 19920 - TOTAL MFR <u>Smead</u>

PROPOSAL

CONTRACT NO. 1535-14434

NON-RECYCLED				RECYCLED			
ITEM NO.	UNIT OF MEASURE	QTY.	DESCRIPTION	ITEM NO.	UNIT OF MEASURE	QTY.	DESCRIPTION
126.	M	2	M1-TF-WL Transfer Filing UNNUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.	126A.	M	2	M1-TF-WL Transfer Filing UNNUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.
			\$ 3320 - /M \$ 6640 - TOTAL MFR Smead				\$ 3320 - /M \$ 6640 - TOTAL MFR Smead
127.	M	2	M1-RD-IN Red Insert UNNUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.	127.	M	2	M1-RD-IN Red Insert UNNUMBERED Jacket, AS PER SPECIFICATIONS HEREIN.
			\$ 330 - /M \$ 660 - TOTAL MFR Smead				\$ 350 - /M \$ 700 - TOTAL MFR Smead

PROPOSAL

CONTRACT NO. 1535-14434

NON-RECYCLED				RECYCLED			
ITEM NO.	UNIT OF MEASURE	QTY.	DESCRIPTION	ITEM NO.	UNIT OF MEASURE	QTY.	DESCRIPTION
128.	M	2	File Folders, AS PER SPECIFICATIONS HEREIN.	128A.	M	2	File Folders, AS PER SPECIFICATIONS HEREIN.
			\$ 110- /M \$ 220- TOTAL MFR Smead				\$ 115- /M \$ 230- TOTAL MFR Smead
129.	M	2	File Folders, AS PER SPECIFICATIONS HEREIN.	129A.	M	2	File Folders, AS PER SPECIFICATIONS HEREIN.
			\$ 110- /M \$ 220- TOTAL MFR Smead				\$ 115- /M \$ 230- TOTAL MFR Smead

3/2015

PROPOSAL

CONTRACT NO. 1535-14434

NON-RECYCLED			RECYCLED		
ITEM NO.	UNIT OF MEASURE	QTY.	ITEM NO.	UNIT OF MEASURE	QTY.
DESCRIPTION			DESCRIPTION		
132.	M	25	132A.	M	25
Docket Jacket, AS PER SPECIFICATIONS HEREIN.			Docket Jacket, AS PER SPECIFICATIONS HEREIN.		
\$ 108 - /M \$ 2700 - TOTAL MFR <i>Smead</i>			\$ 108 - /M \$ 2700 - TOTAL MFR <i>Smead</i>		
133.	M	25	133A.	M	25
Docket Jacket, AS PER SPECIFICATIONS HEREIN.			Docket Jacket, AS PER SPECIFICATIONS HEREIN.		
\$ 108 - /M \$ 2700 - TOTAL MFR <i>Smead</i>			\$ 108 - /M \$ 2700 - TOTAL MFR <i>Smead</i>		

PROPOSAL

NON-RECYCLED				RECYCLED			
ITEM NO.	UNIT OF MEASURE	QTY.	DESCRIPTION	ITEM NO.	UNIT OF MEASURE	QTY.	DESCRIPTION
134.	M	250.15	Docket Jacket, AS PER SPECIFICATIONS HEREIN.	134A.	M	250.15	Docket Jacket, AS PER SPECIFICATIONS HEREIN.
			\$ <u>108 -</u> /M \$ <u>1620 -</u> TOTAL MFR <u>Smead</u>				\$ <u>108 -</u> /M \$ <u>1620 -</u> TOTAL MFR <u>Smead</u>
135.	M	15.500	Docket Jacket, AS PER SPECIFICATIONS HEREIN.	135A.	M	15.500	Docket Jacket, AS PER SPECIFICATIONS HEREIN.
			\$ <u>108 -</u> /M \$ <u>54000 -</u> TOTAL MFR <u>Smead</u>				\$ <u>108 -</u> /M \$ <u>54000 -</u> TOTAL MFR <u>Smead</u>

PROPOSAL

NON-RECYCLED			RECYCLED				
ITEM NO.	UNIT OF MEASURE	QTY.	DESCRIPTION	ITEM NO.	UNIT OF MEASURE	QTY.	DESCRIPTION
136.	M	500.00	Docket Jacket, AS PER SPECIFICATIONS HEREIN.	136A.	M	500.00	Docket Jacket, AS PER SPECIFICATIONS HEREIN.
			\$ 108 - /M \$ 1080 - TOTAL MFR Smead				\$ 108 - /M \$ 1080 - TOTAL MFR Smead
NON-RECYCLED			RECYCLED				
ITEM NO.	UNIT OF MEASURE	QTY.	DESCRIPTION	ITEM NO.	UNIT OF MEASURE	QTY.	DESCRIPTION
136.	M	250	Docket Jacket	136A.	M	250	Docket Jacket
			AS PER SPECIFICATIONS HEREIN.				AS PER SPECIFICATIONS HEREIN.
			108 - /M \$ 27000 - TOTAL MFR Smead				108 - /M \$ 27000 - TOTAL MFR Smead

PROPOSAL

[Signature]

CONTRACT NO. 1535-14434

Grand Total Non-Recycled		\$ 1,394,953 - TOTAL	Grand Total Recycled		\$ 1,456,855 - TOTAL
ITEM NO. 1537			ITEM NO. 1537		
DELIVER DATE: <u>45</u>			DELIVER DATE: <u>45</u>		
(# OF CALENDAR DAYS AFTER AWARD OF CONTRACT)			(# OF CALENDAR DAYS AFTER AWARD OF CONTRACT)		

THE RECEIPT OF THE FOLLOWING ADDENDA TO THE SPECIFICATIONS IS ACKNOWLEDGED:

Addendum No. 1 Date: May 22, 2015

Addendum No. 2 Date: May 29, 2015

Addendum No. _____ Date: _____

Addendum No. _____ Date: _____

P-71A



ELIZABETH ANN DOODY GORMAN
17th District

OFFICE OF THE CHIEF PROCUREMENT OFFICER

SHANNON E. ANDREWS

CHIEF PROCUREMENT OFFICER

118 North Clark Street, Room 1018 • Chicago, Illinois 60602 • (312) 603-5370

TONI PRECKWINKLE

PRESIDENT

**Cook County Board
of Commissioners**

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16th District

ADDENDUM NO. 1

May 22, 2015

**PRINTING AND MANUFACTURING OF FILE JACKETS AND FOLDERS
for**

Various Cook County Agencies

Contract No. 1535-14434

To: Interested Vendors of Record

A. General:

This addendum revises the above-referenced solicitation. This addendum is issued prior to execution of the contract, forms a part of contract documents and modifies previously issued documents. Insofar as previously issued contract documents are inconsistent with modifications indicated by this addendum, modifications indicated by this addendum shall govern. Where any part of the contract documents are modified by this addendum, all unaltered provisions shall remain in effect.

B. Acknowledgement:

Acknowledge receipt of this addendum in the space provided on the bid form on the proposal pages. Failure to do so will subject bidder to disqualification.

C. Attachments:

The addendum includes attachments described in this addendum. One copy of each attachment is issued with this addendum, unless otherwise indicated. Insert the attachment(s) in the solicitation document in the correct sequence and location. Revise your response to this solicitation to reflect the modifications per this addendum, as applicable.

- Attachment A: Revised Specifications Pages
- Attachment B: Pre-Proposal Conference Attendee Sign-in Sheet

D. Changes:

- See revised pages SC-3A, SC-3AA, SC-4A, S-3A, S-5A, S-8A, S-58A, S-59A, S-61A, S-76A, S-86A, S-96A, S-127A, P-11A, P-14A, P-15A, P-26A, P-27A, P-29A, P-62A, P-69A, P-70A, P-71A.

ORIGINATED BY:
Ryan Connor
Contract Negotiator

Shannon E. Andrews
SHANNON E. ANDREWS
CHIEF PROCUREMENT OFFICER

Contract/RFP/RFQ No. 1535-14434 - Addendum No. 1

ATTACHMENT A:
REVISED SPECIFICATION PAGES

OFFICE OF THE CHIEF PROCUREMENT OFFICER

Contract/RFP/RFQ No. 1535-14434 - Addendum No. 1

ATTACHMENT B:

PRE-PROPOSAL CONFERENCE ATTENDEE SIGN-IN SHEET

PRE-BID CONFERENCE ATTENDEE SIGN-IN SHEET

Project Name: PRINTING AND MANUFACTURING OF JACKETS AND FOLDERS

Buyer's Name: Ryan Connor
 Procurement Number: 1535-14434
 Conference Date: Friday, May 15, 2015
 Conference Location: 118 N. Clark St., Room 1018, Chicago, 60602

Attendee Name: Jordan Jaeger
 Company Name: Paper Solutions
 Company Address: 417 1st Ave SE
Cedar Rapids, IA 52401
 Telephone: 319 362 5658
 Fax: 319 362 2575
 E-Mail: jjaeger@papersolutions.com
 Please print clearly

Attendee Name: Tom Wulf
 Company Name: TAB
 Company Address: 1 Tower Lane
Oak Brook, IL 60523
 Telephone: 630-217-4338
 Fax:
 E-Mail: twulf@tab.com
 Please print clearly

Attendee Name: Courtney Bowers
 Company Name: TAB
 Company Address: 1 Oakbrook Terrace
1700
Oak Brook Terrace, IL 60523
 Telephone: 847-309-3376
 Fax:
 E-Mail: cbowers@tab.com
 Please print clearly

{Business Card}

Tom Wulf
 Regional Director

TAB Products

2015 Spring Road Suite # 260
 Oak Brook, IL 60523
 Office: 312-454-5800 Ext 234
 Cell: 630-217-4338
 Fax: 312-454-0751
 E-mail: twulf@tab.com
 www.tab.com



Courtney Bowers
 Sales Consultant

TAB Products

2015 Spring Road Suite # 260
 Oak Brook, IL 60523
 Office: 312-454-5800 Ext. 245
 Cell: 847-309-3376
 Fax: 312-454-0751
 Email: cbowers@tab.com
 www.tab.com



{Business Card}



JARRIE BROWN
 ETHICS INVESTIGATOR
 COOK COUNTY DEPARTMENT OF
 ETHICS & HUMAN RIGHTS
 Website: www.cookcountyll.gov

69 W. WASHINGTON STREET
 SUITE 3040
 CHICAGO, IL 60602-3007

(312) 603-1128 OFFICE
 (312) 603-9988 FAX
jarrie.brown@cookcountyll.gov



OFFICE OF THE CHIEF PROCUREMENT OFFICER

SHANNON E. ANDREWS

CHIEF PROCUREMENT OFFICER

118 North Clark Street, Room 1018 • Chicago, Illinois 60602 • (312) 603-5370

ADDENDUM NO. 2

May 29, 2015

**PRINTING AND MANUFACTURING OF FILE JACKETS AND FOLDERS
for
Various Cook County Agencies**

Contract No. 1535-14434

To: Interested Vendors of Record

A. General:

This addendum revises the above-referenced solicitation. This addendum is issued prior to execution of the contract, forms a part of contract documents and modifies previously issued documents. Insofar as previously issued contract documents are inconsistent with modifications indicated by this addendum, modifications indicated by this addendum shall govern. Where any part of the contract documents are modified by this addendum, all unaltered provisions shall remain in effect.

B. Acknowledgement:

Acknowledge receipt of this addendum in the space provided on the bid form on the proposal pages. Failure to do so will subject bidder to disqualification.

C. Attachments:

The addendum includes attachments described in this addendum. One copy of each attachment is issued with this addendum, unless otherwise indicated. Insert the attachment(s) in the solicitation document in the correct sequence and location. Revise your response to this solicitation to reflect the modifications per this addendum, as applicable.

- Attachment A: Revised Specifications Pages

D. Changes:

- See revised pages SC-3B and P-2B.

ORIGINATED BY:
Ryan Connor
Contract Negotiator

SHANNON E. ANDREWS
CHIEF PROCUREMENT OFFICER

TONI PRECKWINKLE

PRESIDENT

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of Commissioners**

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15th District

JEFFREY R. TOBOLSKI

16th District

ELIZABETH ANN DOODY GORMAN

17th District

Contract No. 1535-14434 - Addendum No. 2
Page 2

ATTACHMENT A: Revised Specification Page

CONTRACT NO: 1535-14434

EXHIBIT 1

Identification of Subcontractor/Supplier/Subconsultant Form

Cook County
Office of the Chief Procurement Officer
Identification of Subcontractor/Supplier/Subconsultant Form

OCPO ONLY:
☐ Disqualification
☐ Check Complete

The Bidder/Proposer/Respondent ("the Contractor") will fully complete and execute and submit an Identification of Subcontractor/Supplier/Subconsultant Form ("ISF") with each Bid, Request for Proposal, and Request for Qualification. **The Contractor must complete the ISF for each Subcontractor, Supplier or Subconsultant which shall be used on the Contract.** In the event that there are any changes in the utilization of Subcontractors, Suppliers or Subconsultants, the Contractor must file an updated ISF.

Bid/RFP/RFQ No.: **1535-14434** Date: **6/2/15**

Total Bid or Proposal Amount: **1394953 Non Recycled** Contract Title: **Printing & Mfg File Jackets & Folders**

Contractor: **1456 855 Recycled** Subcontractor/Supplier/Supplier to be added or substitute: **Smead Mfg**

Authorized Contact for Contractor: **Paper Solutions** Authorized Contact for Subcontractor/Supplier/Supplier: **Thomas Stork**

Email Address (Contractor): **Jjaeger@solutions.com** Email Address (Subcontractor): **Thomas.stork@smead.com**

Company Address (Contractor): **417 First Ave SE** Company Address (Subcontractor): **Supplier: 600 Smead Blvd**

City, State and Zip (Contractor): **Cedar Rapids IA 52401** City, State and Zip (Subcontractor): **Hastings MN 55033**

Telephone and Fax (Contractor): **319 929 5658** Telephone and Fax (Subcontractor): **1 888 737 6323**

Estimated Start and Completion Dates (Contractor): **2yr Contract Start (est) Sept 2015 Complete Sept 2017** Estimated Start and Completion Dates (Subcontractor): **No subcontractor - Smead a supplier**

Note: Upon request, a copy of all written subcontractor agreements must be provided to the OCPO.

Description of Services or Supplies

**Total Price of
Subcontract for
Services or Supplies**

The subcontract documents will incorporate all requirements of the Contract awarded to the Contractor as applicable. The subcontract will in no way hinder the Subcontractor/Supplier/Subconsultant from maintaining its progress on any other contract on which it is either a Subcontractor/Supplier/Subconsultant or principal contractor. This disclosure is made with the understanding that the Contractor is not under any circumstances relieved of its abilities and obligations, and is responsible for the organization, performance, and quality of work. **This form does not approve any proposed changes, revisions or modifications to the contract approved MBE/WBE Utilization Plan. Any changes to the contract's approved MBE/WBE/Utilization Plan must be submitted to the Office of the Contract Compliance.**

Contractor: **Paper Solutions**

Name: **Owner**

Title: **Jordan Jaeger**

Prime Contractor Signature: **Jordan Jaeger** Date: **6/2/15**

CONTRACT NO: 1535-14434

EXHIBIT 2

Electronic Payment Program

**OFFICE OF THE COOK COUNTY COMPTROLLER
ELECTRONIC PAYABLES PROGRAM ("E-PAYABLES")**

FOR INFORMATION PURPOSES ONLY

**This document describes the Office of the Cook County Comptroller's Electronic Payables Program ("E-Payables").
If you wish to participate in E-Payables, please contact the Cook County Comptroller's Office, Accounts Payable, 118 N. Clark
Street, Room 500, Chicago, IL 60602.**

DESCRIPTION

To increase payment efficiency and timeliness, we have introduced E-Payables program, a new payment initiative to our accounts payable model. This new initiative utilizes a Visa purchasing card and operates through the Visa payment network. This is County's preferred method of payment and your participation in our Visa purchasing card program will provide mutual benefits both to your organization and ours.

As a vendor, you may experience the following benefits by accepting this new payment type:

- Improved cash flow and accelerated payment
- Reduced paperwork and a more streamlined accounts receivable process
- Elimination of stop payment issues
- Reduced payment delays
- Reduced costs for handling paper checks
- Payments settled directly to your merchant account

There are two options within this initiative:

3. Dedicated Credit Card – "PULL" Settlement

For this option, you will have an assigned dedicated credit card to be used for each payment. You will provide a point of contact within your organization who will keep credit card information on file. Each time a payment is made, you will receive a remittance advice via email detailing the invoices being paid. Each time you receive a remittance advice, you will process payments in the same manner you process credit card transactions today.

4. One-Time Use Credit Card – "SUGA" Settlement

For this option, you will provide a point of contact within your organization who will receive an email notification authorizing you to process payments in the same manner you process credit card transactions today. Each time payment is made, you will receive a remittance advice, via email, detailing the invoices being paid. Also, each time you receive a remittance advice, you will receive a new, unique credit card number. This option is ideal for suppliers who are unable to keep credit card account information on file.

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CONTRACT NO: 1535-14434

EXHIBIT 3

Veteran's Preference for VBE and SDVBE

VETERAN'S PREFERENCE FOR VBE AND SDVBE

INSTRUCTIONS

In accordance with Section 34-236(b) of the Cook County Procurement Code, the Chief Procurement Officer ("CPO") shall give a preference of **five percent of the amount of the Contract** to a Responsible and Responsive Veterans Owned Business Enterprise (VBE) and Service Disabled Veterans Business Enterprise (SDVBE) requesting a preference for Bids. **All Bidders who are requesting this preference must complete the form, and attach a copy of its certification. Prior to applying the five percent preference, the CPO must receive approval from the Contract Compliance Director (CCD) that the Bidder is a qualified VBE or SDVBE.**

DEFINITIONS

Veteran-owned Business Enterprise (VBE) means a small business (i) that is at least 51 percent owned, controlled and managed by one or more Eligible Veterans or in the case of a corporation, at least 51 percent or more of the stock of which is owned, controlled and managed by one or more Eligible Veterans; (ii) that has its home office in Illinois, as certified by the Contract Compliance Director (CCD) under policies and procedures promulgated by the CCD.

Eligible Veteran means a person who (i) has been either a member of the armed forces of the United States or, while a citizen of the United States, was a member of the armed forces of allies of the United States in time of hostilities with a foreign country and (ii) has served under one or more of the following conditions: (a) the veteran served a total of at least 6 months; (b) the veteran served for the duration of hostilities regardless of the length of the engagement; (c) the veteran was discharged on the basis of hardship; or (d) the veteran was released from active duty because of a service connected disability and was discharged under honorable conditions.

Armed forces of the United States means the United States Army, Navy, Air Force, Marine Corps, Coast Guard or service in active duty as defined under 38 U.S.C. Section 101. Service in the Merchant Marine that constitutes active duty under Section 401 of federal Public Act 95-202 shall also be considered service in the armed forces for purposes of this Division.

Service-Disabled Veteran-owned Business Enterprise (SDVBE) means a small business (i) that is at least 51 percent owned, controlled, and managed by one or more qualified service disabled veterans or in the case of a corporation, at least 51 percent or more of the stock of which is owned, controlled and managed by one or more Service Disabled Veterans; (ii) that has its home office in Illinois, as certified by the CCD under policies and procedures promulgated by the CCD.

Service-Disabled Veteran means an Eligible Veteran who has been found to have 10 percent or more service connected disability by the United States Department of Veterans Affairs or the United States Department of Defense.

Service-connected disability means a disability incurred in the line of duty in the active military, naval or air service as described in 38 U.S.C. 101(16).

Small Business means a small business as defined by the U.S. Small Business Administration, pursuant to the business size standards found in 13 CFR Part 121, as related to the nature of the work the Person seeks to perform on Contracts. A Person is not an eligible small business enterprise in any calendar fiscal year in which its gross receipts, averaged over the Person's previous five fiscal years, exceed the size standards of 13 CFR Part 121.

REQUEST FOR PREFERENCE

_____ Bidder is requesting to receive a preference as a VBE. By requesting this preference, Bidder certifies that it meets the definition of a VBE, as set forth above and has included a copy of its certification.

_____ Bidder is requesting to receive a preference as a SDVBE. By requesting this preference, Bidder certifies that it meets The definition of a SDVBE, as set forth above and has included a copy of its certification.

Bidder (please print or type)

Title

Signature

Date

E-mail address

Phone Number

Subscribed to and sworn before me
this ____ day of _____, 20____.

My commission expires:

X _____
Notary Public Signature

Notary Seal

**AFFIDAVIT
VETERAN'S WORKPLACE PREFERENCE PUBLIC WORKS CONTRACTS**

INSTRUCTIONS

In accordance with Section 34-236(a) of the Cook County Procurement Code, the Chief Procurement Officer ("CPO") shall give a preference of **one percent of the amount of the Contract** to a Responsible and Responsive Contractor for a Public Works Contract when such Contractor has committed by affidavit to utilize Eligible Veterans for at least five percent of the hours worked under such Contract. Failure to utilize Eligible Veterans in accordance with the affidavit will result in breach of contract. **All Bidders who are requesting this preference must complete this Affidavit.**

DEFINITIONS

Eligible Veteran means a person who (i) has been either a member of the armed forces of the United States or, while a citizen of the United States, was a member of the armed forces of allies of the United States in time of hostilities with a foreign country and (ii) has served under one or more of the following conditions: (a) the veteran served a total of at least 6 months; (b) the veteran served for the duration of hostilities regardless of the length of the engagement; (c) the veteran was discharged on the basis of hardship; or (d) the veteran was released from active duty because of a service connected disability and was discharged under honorable conditions.

Armed forces of the United States means the United States Army, Navy, Air Force, Marine Corps, Coast Guard or service in active duty as defined under 38 U.S.C. Section 101. Service in the Merchant Marine that constitutes active duty under Section 401 of federal Public Act 95-202 shall also be considered service in the armed forces for purposes of this Division.

Public Works means all fixed works constructed or demolished by the County, or paid for wholly or in part out of public funds administered by the County. "Public Works" as defined herein includes all projects financed in whole or in part with bonds, grants, loans, or other funds made available by or through federal or State government, or the County. "Public Works" does not include projects undertaken by the owner at an owner-occupied single-family residence or at an owner-occupied unit of a multifamily residence. "Public Works" includes any maintenance, repair, assembly, or disassembly work performed on equipment whether owned, leased, or rented.

I, _____, being first duly sworn, do depose and state as follows:

1. I am the authorized representative and I have the authority to make this Affidavit for and on behalf of the Bidder.
2. The Bidder is requesting the CPO grant a preference of one percent of the amount of the Contract in accordance with Section 34-236(a) of the Cook Procurement Code, as set forth above.
3. In accordance with the Cook County Procurement Code, the Bidder shall commit to utilize Eligible Veterans for at least five percent of the hours worked under the Contract. The Eligible Veterans must be employed directly by the Bidder.
4. The Bidder shall be solely responsible for requesting all persons to provide Bidder with appropriate documentation to ensure that such person(s) is an Eligible Veteran, as defined above. Bidder certifies, that by seeking this preference, it shall maintain appropriate documentation, including payroll records, which show the number of hours worked by Eligible Veterans.
5. The Bidder certifies, affirms and acknowledges that the failure to utilize Eligible Veterans in accordance with this Affidavit will result in a breach of contract, which will allow the County to seek all rights and remedies as set forth in the Contract and any other appropriate remedies available in equity or at law.

Bidder (please print or type)

Title

Signature

Date

E-mail address

Phone Number

Subscribed to and sworn before me
this ____ day of _____, 20____

My commission expires:

X _____
Notary Public Signature

Notary Seal

CONTRACT NO: 1535-14434

EXHIBIT 4

Economic Disclosure Statement

**COOK COUNTY
ECONOMIC DISCLOSURE STATEMENT
AND EXECUTION DOCUMENT
INDEX**

Section	Description	Pages
1	Instructions for Completion of EDS	EDS i - ii
2	Certifications	EDS 1- 2
3	Economic and Other Disclosures, Affidavit of Child Support Obligations and Disclosure of Ownership Interest	EDS 3 – 12
4	Contract and EDS Execution Page	EDS 13-15
5	Cook County Signature Page	EDS 16

SECTION 1
INSTRUCTIONS FOR COMPLETION OF
ECONOMIC DISCLOSURE STATEMENT AND EXECUTION DOCUMENT

This Economic Disclosure Statement and Execution Document ("EDS") is to be completed and executed by every Bidder on a County contract, every Proposer responding to a Request for Proposals, and every Respondent responding to a Request for Qualifications, and others as required by the Chief Procurement Officer. The execution of the EDS shall serve as the execution of a contract awarded by the County. The Chief Procurement Officer reserves the right to request that the Bidder or Proposer, or Respondent provide an updated EDS on an annual basis.

Definitions. Terms used in this EDS and not otherwise defined herein shall have the meanings given to such terms in the Instructions to Bidders, General Conditions, Request for Proposals, Request for Qualifications, as applicable.

Affiliate means a person that directly or indirectly through one or more intermediaries, Controls is Controlled by, or is under common Control with the Person specified.

Applicant means a person who executes this EDS.

Bidder means any person who submits a Bid.

Code means the Code of Ordinances, Cook County, Illinois available on municode.com.

Contract shall include any written document to make Procurements by or on behalf of Cook County.

Contractor or *Contracting Party* means a person that enters into a Contract with the County.

Control means the unfettered authority to directly or indirectly manage governance, administration, work, and all other aspects of a business.

EDS means this complete Economic Disclosure Statement and Execution Document, including all sections listed in the Index and any attachments.

Joint Venture means an association of two or more Persons proposing to perform a for-profit business enterprise. Joint Ventures must have an agreement in writing specifying the terms and conditions of the relationship between the partners and their relationship and respective responsibility for the Contract

Lobby or *lobbying* means to, for compensation, attempt to influence a County official or County employee with respect to any County matter.

Lobbyist means any person who lobbies.

Person or *Persons* means any individual, corporation, partnership, Joint Venture, trust, association, Limited Liability Company, sole proprietorship or other legal entity.

Prohibited Acts means any of the actions or occurrences which form the basis for disqualification under the Code, or under the Certifications hereinafter set forth.

Proposal means a response to an RFP.

Proposer means a person submitting a Proposal.

Response means response to an RFQ.

Respondent means a person responding to an RFQ.

RFP means a Request for Proposals issued pursuant to this Procurement Code.

RFQ means a Request for Qualifications issued to obtain the qualifications of interested parties.

**INSTRUCTIONS FOR COMPLETION OF
ECONOMIC DISCLOSURE STATEMENT AND EXECUTION DOCUMENT**

Section 1: Instructions. Section 1 sets forth the instructions for completing and executing this EDS.

Section 2: Certifications. Section 2 sets forth certifications that are required for contracting parties under the Code and other applicable laws. Execution of this EDS constitutes a warranty that all the statements and certifications contained, and all the facts stated, in the Certifications are true, correct and complete as of the date of execution.

Section 3: Economic and Other Disclosures Statement. Section 3 is the County's required Economic and Other Disclosures Statement form. Execution of this EDS constitutes a warranty that all the information provided in the EDS is true, correct and complete as of the date of execution, and binds the Applicant to the warranties, representations, agreements and acknowledgements contained therein.

Required Updates. The Applicant is required to keep all information provided in this EDS current and accurate. In the event of any change in the information provided, including but not limited to any change which would render inaccurate or incomplete any certification or statement made in this EDS, the Applicant shall supplement this EDS up to the time the County takes action, by filing an amended EDS or such other documentation as is required.

Additional Information. The County's Governmental Ethics and Campaign Financing Ordinances impose certain duties and obligations on persons or entities seeking County contracts, work, business, or transactions, and the Applicant is expected to comply fully with these ordinances. For further information please contact the Director of Ethics at (312) 603-4304 (69 W. Washington St. Suite 3040, Chicago, IL 60602) or visit the web-site at cookcountyil.gov/ethics-board-of.

Authorized Signers of Contract and EDS Execution Page. If the Applicant is a corporation, the President and Secretary must execute the EDS. In the event that this EDS is executed by someone other than the President, attach hereto a certified copy of that section of the Corporate By-Laws or other authorization by the Corporation, satisfactory to the County that permits the person to execute EDS for said corporation. If the corporation is not registered in the State of Illinois, a copy of the Certificate of Good Standing from the state of incorporation must be submitted with this Signature Page.

If the Applicant is a partnership or joint venture, all partners or joint venturers must execute the EDS, unless one partner or joint venture has been authorized to sign for the partnership or joint venture, in which case, the partnership agreement, resolution or evidence of such authority satisfactory to the Office of the Chief Procurement Officer must be submitted with this Signature Page.

If the Applicant is a member-managed LLC all members must execute the EDS, unless otherwise provided in the operating agreement, resolution or other corporate documents. If the Applicant is a manager-managed LLC, the manager(s) must execute the EDS. The Applicant must attach either a certified copy of the operating agreement, resolution or other authorization, satisfactory to the County, demonstrating such person has the authority to execute the EDS on behalf of the LLC. If the LLC is not registered in the State of Illinois, a copy of a current Certificate of Good Standing from the state of incorporation must be submitted with this Signature Page.

If the Applicant is a Sole Proprietorship, the sole proprietor must execute the EDS.

A "Partnership" "Joint Venture" or "Sole Proprietorship" operating under an Assumed Name must be registered with the Illinois county in which it is located, as provided in 805 ILCS 405 (2012), and documentation evidencing registration must be submitted with the EDS.

SECTION 2

CERTIFICATIONS

THE FOLLOWING CERTIFICATIONS ARE MADE PURSUANT TO STATE LAW AND THE CODE. THE APPLICANT IS CAUTIONED TO CAREFULLY READ THESE CERTIFICATIONS PRIOR TO SIGNING THE SIGNATURE PAGE. SIGNING THE SIGNATURE PAGE SHALL CONSTITUTE A WARRANTY BY THE APPLICANT THAT ALL THE STATEMENTS, CERTIFICATIONS AND INFORMATION SET FORTH WITHIN THESE CERTIFICATIONS ARE TRUE, COMPLETE AND CORRECT AS OF THE DATE THE SIGNATURE PAGE IS SIGNED. THE APPLICANT IS NOTIFIED THAT IF THE COUNTY LEARNS THAT ANY OF THE FOLLOWING CERTIFICATIONS WERE FALSELY MADE, THAT ANY CONTRACT ENTERED INTO WITH THE APPLICANT SHALL BE SUBJECT TO TERMINATION.

A. PERSONS AND ENTITIES SUBJECT TO DISQUALIFICATION

No person or business entity shall be awarded a contract or sub-contract, for a period of five (5) years from the date of conviction or entry of a plea or admission of guilt, civil or criminal, if that person or business entity:

- 1) Has been convicted of an act committed, within the State of Illinois, of bribery or attempting to bribe an officer or employee of a unit of state, federal or local government or school district in the State of Illinois in that officer's or employee's official capacity;
- 2) Has been convicted by federal, state or local government of an act of bid-rigging or attempting to rig bids as defined in the Sherman Anti-Trust Act and Clayton Act. Act. 15 U.S.C. Section 1 *et seq.*;
- 3) Has been convicted of bid-rigging or attempting to rig bids under the laws of federal, state or local government;
- 4) Has been convicted of an act committed, within the State, of price-fixing or attempting to fix prices as defined by the Sherman Anti-Trust Act and the Clayton Act. 15 U.S.C. Section 1, *et seq.*;
- 5) Has been convicted of price-fixing or attempting to fix prices under the laws the State;
- 6) Has been convicted of defrauding or attempting to defraud any unit of state or local government or school district within the State of Illinois;
- 7) Has made an admission of guilt of such conduct as set forth in subsections (1) through (6) above which admission is a matter of record, whether or not such person or business entity was subject to prosecution for the offense or offenses admitted to; or
- 8) Has entered a plea of *nolo contendere* to charge of bribery, price-fixing, bid-rigging, or fraud, as set forth in sub-paragraphs (1) through (6) above.

In the case of bribery or attempting to bribe, a business entity may not be awarded a contract if an official, agent or employee of such business entity committed the Prohibited Act on behalf of the business entity and pursuant to the direction or authorization of an officer, director or other responsible official of the business entity, and such Prohibited Act occurred within three years prior to the award of the contract. In addition, a business entity shall be disqualified if an owner, partner or shareholder controlling, directly or indirectly, 20% or more of the business entity, or an officer of the business entity has performed any Prohibited Act within five years prior to the award of the Contract.

THE APPLICANT HEREBY CERTIFIES THAT: The Applicant has read the provisions of Section A, Persons and Entities Subject to Disqualification, that the Applicant has not committed any Prohibited Act set forth in Section A, and that award of the Contract to the Applicant would not violate the provisions of such Section or of the Code.

B. BID-RIGGING OR BID ROTATING

THE APPLICANT HEREBY CERTIFIES THAT: In accordance with 720 ILCS 5/33 E-11, neither the Applicant nor any Affiliated Entity is barred from award of this Contract as a result of a conviction for the violation of State laws prohibiting bid-rigging or bid rotating.

C. DRUG FREE WORKPLACE ACT

THE APPLICANT HEREBY CERTIFIES THAT: The Applicant will provide a drug free workplace, as required by (30 ILCS 580/3).

D. DELINQUENCY IN PAYMENT OF TAXES

THE APPLICANT HEREBY CERTIFIES THAT: *The Applicant is not an owner or a party responsible for the payment of any tax or fee administered by Cook County, by a local municipality, or by the Illinois Department of Revenue, which such tax or fee is delinquent, such as bar award of a contract or subcontract pursuant to the Code, Chapter 34, Section 34-171.*

E. HUMAN RIGHTS ORDINANCE

No person who is a party to a contract with Cook County ("County") shall engage in unlawful discrimination or sexual harassment against any individual in the terms or conditions of employment, credit, public accommodations, housing, or provision of County facilities, services or programs (Code Chapter 42, Section 42-30 *et seq.*).

F. ILLINOIS HUMAN RIGHTS ACT

THE APPLICANT HEREBY CERTIFIES THAT: *It is in compliance with the Illinois Human Rights Act (775 ILCS 5/2-105), and agrees to abide by the requirements of the Act as part of its contractual obligations.*

G. INSPECTOR GENERAL (COOK COUNTY CODE, CHAPTER 34, SECTION 34-174 and Section 34-250)

The Applicant has not willfully failed to cooperate in an investigation by the Cook County Independent Inspector General or to report to the Independent Inspector General any and all information concerning conduct which they know to involve corruption, or other criminal activity, by another county employee or official, which concerns his or her office of employment or County related transaction.

The Applicant has reported directly and without any undue delay any suspected or known fraudulent activity in the County's Procurement process to the Office of the Cook County Inspector General.

H. CAMPAIGN CONTRIBUTIONS (COOK COUNTY CODE, CHAPTER 2, SECTION 2-585)

THE APPLICANT CERTIFIES THAT: It has read and shall comply with the Cook County's Ordinance concerning campaign contributions, which is codified at Chapter 2, Division 2, Subdivision II, Section 585, and can be read in its entirety at www.municode.com.

I. GIFT BAN, (COOK COUNTY CODE, CHAPTER 2, SECTION 2-574)

THE APPLICANT CERTIFIES THAT: It has read and shall comply with the Cook County's Ordinance concerning receiving and soliciting gifts and favors, which is codified at Chapter 2, Division 2, Subdivision II, Section 574, and can be read in its entirety at www.municode.com.

J. LIVING WAGE ORDINANCE PREFERENCE (COOK COUNTY CODE, CHAPTER 34, SECTION 34-160;

Unless expressly waived by the Cook County Board of Commissioners, the Code requires that a living wage must be paid to individuals employed by a Contractor which has a County Contract and by all subcontractors of such Contractor under a County Contract, throughout the duration of such County Contract. The amount of such living wage is annually by the Chief Financial Officer of the County, and shall be posted on the Chief Procurement Officer's website.

The term "Contract" as used in Section 4, I, of this EDS, specifically excludes contracts with the following:

- 1) Not-For Profit Organizations (defined as a corporation having tax exempt status under Section 501(C)(3) of the United State Internal Revenue Code and recognized under the Illinois State not-for-profit law);
- 2) Community Development Block Grants;
- 3) Cook County Works Department;
- 4) Sheriff's Work Alternative Program; and
- 5) Department of Correction inmates.

SECTION 3

REQUIRED DISCLOSURES

1. DISCLOSURE OF LOBBYIST CONTACTS

List all persons that have made lobbying contacts on your behalf with respect to this contract:

Name

Address

None

2. LOCAL BUSINESS PREFERENCE STATEMENT (CODE, CHAPTER 34, SECTION 34-230)

Local business means a Person, including a foreign corporation authorized to transact business in Illinois, having a bona fide establishment located within the County at which it is transacting business on the date when a Bid is submitted to the County, and which employs the majority of its regular, full-time work force within the County. A Joint Venture shall constitute a Local Business if one or more Persons that qualify as a "Local Business" hold interests totaling over 50 percent in the Joint Venture, even if the Joint Venture does not, at the time of the Bid submittal, have such a bona fide establishment within the County.

- a) Is Applicant a "Local Business" as defined above?

Yes: _____ No: ☒

- b) If yes, list business addresses within Cook County:

- c) Does Applicant employ the majority of its regular full-time workforce within Cook County?

Yes: _____ No: ☒

3. THE CHILD SUPPORT ENFORCEMENT ORDINANCE (CODE, CHAPTER 34, SECTION 34-172)

Every Applicant for a County Privilege shall be in full compliance with any child support order before such Applicant is entitled to receive or renew a County Privilege. When delinquent child support exists, the County shall not issue or renew any County Privilege, and may revoke any County Privilege.

All Applicants are required to review the Cook County Affidavit of Child Support Obligations attached to this EDS (EDS-5) and complete the Affidavit, based on the instructions in the Affidavit.

4. REAL ESTATE OWNERSHIP DISCLOSURES.

The Applicant must indicate by checking the appropriate provision below and providing all required information that either:

- a) The following is a complete list of all real estate owned by the Applicant in Cook County:

PERMANENT INDEX NUMBER(S): NA

(ATTACH SHEET IF NECESSARY TO LIST ADDITIONAL INDEX NUMBERS)

OR:

- b) ☒ The Applicant owns no real estate in Cook County.

5. EXCEPTIONS TO CERTIFICATIONS OR DISCLOSURES.

If the Applicant is unable to certify to any of the Certifications or any other statements contained in this EDS and not explained elsewhere in this EDS, the Applicant must explain below:

If the letters, "NA", the word "None" or "No Response" appears above, or if the space is left blank, it will be conclusively presumed that the Applicant certified to all Certifications and other statements contained in this EDS.

COOK COUNTY DISCLOSURE OF OWNERSHIP INTEREST STATEMENT

The Cook County Code of Ordinances (§2-610 *et seq.*) requires that any Applicant for any County Action must disclose information concerning ownership interests in the Applicant. This Disclosure of Ownership Interest Statement must be completed with all information current as of the date this Statement is signed. Furthermore, this Statement must be kept current, by filing an amended Statement, until such time as the County Board or County Agency shall take action on the application. The information contained in this Statement will be maintained in a database and made available for public viewing.

If you are asked to list names, but there are no applicable names to list, you must state NONE. An incomplete Statement will be returned and any action regarding this contract will be delayed. A failure to fully comply with the ordinance may result in the action taken by the County Board or County Agency being voided.

"Applicant" means any Entity or person making an application to the County for any County Action.

"County Action" means any action by a County Agency, a County Department, or the County Board regarding an ordinance or ordinance amendment, a County Board approval, or other County agency approval, with respect to contracts, leases, or sale or purchase of real estate.

"Person" "Entity" or "Legal Entity" means a sole proprietorship, corporation, partnership, association, business trust, estate, two or more persons having a joint or common interest, trustee of a land trust, other commercial or legal entity or any beneficiary or beneficiaries thereof.

This Disclosure of Ownership Interest Statement must be submitted by :

1. An Applicant for County Action and
2. A Person that holds stock or a beneficial interest in the Applicant and is listed on the Applicant's Statement (a "Holder") must file a Statement and complete #1 only under **Ownership Interest Declaration**.

Please print or type responses clearly and legibly. Add additional pages if needed, being careful to identify each portion of the form to which each additional page refers.

This Statement is being made by the ☒ Applicant or ☐ Stock/Beneficial Interest Holder

This Statement is an: ☒ Original Statement or ☐ Amended Statement

Identifying Information:

Name Paper Solutions

D/B/A: _____

FEIN NO/SSN (LAST FOUR DIGITS): 8292

Street Address: 417 First Ave SE

City: Cedar Rapids

State: IA

Zip Code: 52401

Phone No.: 319 363 6166

Fax Number: 319 362 2575

Email: jjacger@

solutionsco.net

Cook County Business Registration Number:
(Sole Proprietor, Joint Venture Partnership)

D3085606

Corporate File Number (if applicable): _____

Form of Legal Entity:

☒ Sole Proprietor ☐ Partnership ☐ Corporation ☐ Trustee of Land Trust

☐ Business Trust ☐ Estate ☐ Association ☐ Joint Venture

☐ Other (describe) _____

Ownership Interest Declaration:

1. List the name(s), address, and percent ownership of each Person having a legal or beneficial interest (including ownership) of more than five percent (5%) in the Applicant/Holder.

Name	Address	Percentage Interest in Applicant/Holder
Jordan Jaeger	1729 Springville Rd NW Mt Vernon IA 52314	100%

2. If the interest of any Person listed in (1) above is held as an agent or agents, or a nominee or nominees, list the name and address of the principal on whose behalf the interest is held.

Name of Agent/Nominee	Name of Principal	Principal's Address
None		

3. Is the Applicant constructively controlled by another person or Legal Entity? [] Yes [☒] No
If yes, state the name, address and percentage of beneficial interest of such person, and the relationship under which such control is being or may be exercised.

Name	Address	Percentage of Beneficial Interest	Relationship

Corporate Officers, Members and Partners Information:

For all corporations, list the names, addresses, and terms for all corporate officers. For all limited liability companies, list the names, addresses for all members. For all partnerships and joint ventures, list the names, addresses, for each partner or joint venture.

Name	Address	Title (specify title of Office, or whether manager or partner/joint venture)	Term of Office

Declaration (check the applicable box):

- ☒ I state under oath that the Applicant has withheld no disclosure as to ownership interest in the Applicant nor reserved any information, data or plan as to the intended use or purpose for which the Applicant seeks County Board or other County Agency action.
- [] I state under oath that the Holder has withheld no disclosure as to ownership interest nor reserved any information required to be disclosed.

Jordan Jaeger
Name of Authorized Applicant/Holder Representative (please print or type)

Jordan Jaeger
Signature

jjjaeger@solutionsco.net
E-mail address

Subscribed to and sworn before me
this 7 day of June, 2015

x Roni Oltmann
Notary Public Signature

Owner

Title

6/2/15
Date

314 924 5658
Phone Number

My commission expires



Notary Seal



COOK COUNTY BOARD OF ETHICS
69 W. WASHINGTON STREET, SUITE 3040
CHICAGO, ILLINOIS 60602
312/603-4304 Office 312/603-9988 Fax

FAMILIAL RELATIONSHIP DISCLOSURE PROVISION

Nepotism Disclosure Requirement:

Doing a significant amount of business with the County requires that you disclose to the Board of Ethics the existence of any familial relationships with any County employee or any person holding elective office in the State of Illinois, the County, or in any municipality within the County. The Ethics Ordinance defines a significant amount of business for the purpose of this disclosure requirement as more than \$25,000 in aggregate County leases, contracts, purchases or sales in any calendar year.

If you are unsure of whether the business you do with the County or a County agency will cross this threshold, err on the side of caution by completing the attached familial disclosure form because, among other potential penalties, any person found guilty of failing to make a required disclosure or knowingly filing a false, misleading, or incomplete disclosure will be prohibited from doing any business with the County for a period of three years. The required disclosure should be filed with the Board of Ethics by January 1 of each calendar year in which you are doing business with the County and again with each bid/proposal/quotation to do business with Cook County. The Board of Ethics may assess a late filing fee of \$100 per day after an initial 30-day grace period.

The person that is doing business with the County must disclose his or her familial relationships. If the person on the County lease or contract or purchasing from or selling to the County is a business entity, then the business entity must disclose the familial relationships of the individuals who are and, during the year prior to doing business with the County, were:

- its board of directors,
- its officers,
- its employees or independent contractors responsible for the general administration of the entity,
- its agents authorized to execute documents on behalf of the entity, and
- its employees who directly engage or engaged in doing work with the County on behalf of the entity.

Do not hesitate to contact the Board of Ethics at (312) 603-4304 for assistance in determining the scope of any required familial relationship disclosure.

Additional Definitions:

"Familial relationship" means a person who is a spouse, domestic partner or civil union partner of a County employee or State, County or municipal official, or any person who is related to such an employee or official, whether by blood, marriage or adoption, as a:

- | | | |
|----------------------------------|------------------------------------------|---------------------------------------|
| <input type="checkbox"/> Parent | <input type="checkbox"/> Grandparent | <input type="checkbox"/> Stepfather |
| <input type="checkbox"/> Child | <input type="checkbox"/> Grandchild | <input type="checkbox"/> Stepmother |
| <input type="checkbox"/> Brother | <input type="checkbox"/> Father-in-law | <input type="checkbox"/> Stepson |
| <input type="checkbox"/> Sister | <input type="checkbox"/> Mother-in-law | <input type="checkbox"/> Stepdaughter |
| <input type="checkbox"/> Aunt | <input type="checkbox"/> Son-in-law | <input type="checkbox"/> Stepbrother |
| <input type="checkbox"/> Uncle | <input type="checkbox"/> Daughter-in-law | <input type="checkbox"/> Stepsister |
| <input type="checkbox"/> Niece | <input type="checkbox"/> Brother-in-law | <input type="checkbox"/> Half-brother |
| <input type="checkbox"/> Nephew | <input type="checkbox"/> Sister-in-law | <input type="checkbox"/> Half-sister |

**COOK COUNTY BOARD OF ETHICS
FAMILIAL RELATIONSHIP DISCLOSURE FORM**

A. PERSON DOING OR SEEKING TO DO BUSINESS WITH THE COUNTY

Name of Person Doing Business with the County: Paper Solutions

Address of Person Doing Business with the County: 417 First Ave SE, Cedar Rapids IA 52401

Phone number of Person Doing Business with the County: 319 9295658

Email address of Person Doing Business with the County: jjaeger@solutionssco.net

If Person Doing Business with the County is a Business Entity, provide the name, title and contact information for the individual completing this disclosure on behalf of the Person Doing Business with the County:

Jordan Jaeger 1729 Springville Rd, Mt Vernon IA 52314

jjjaeger@solutionssco.net

B. DESCRIPTION OF BUSINESS WITH THE COUNTY

Append additional pages as needed and for each County lease, contract, purchase or sale sought and/or obtained during the calendar year of this disclosure (or the preceding calendar year if disclosure is made on January 1), identify:

The lease number, contract number, purchase order number, request for proposal number and/or request for qualification number associated with the business you are doing or seeking to do with the County: _____

Contract 1535-14434

The aggregate dollar value of the business you are doing or seeking to do with the County: \$ 1,456,855

The name, title and contact information for the County official(s) or employee(s) involved in negotiating the business you are doing or seeking to do with the County: _____

Ryan Connor - ryan.connor@cookcountyil.gov

The name, title and contact information for the County official(s) or employee(s) involved in managing the business you are doing or seeking to do with the County: _____

Ryan Connor - ryan.connor@cookcountyil.gov

C. DISCLOSURE OF FAMILIAL RELATIONSHIPS WITH COUNTY EMPLOYEES OR STATE, COUNTY OR MUNICIPAL ELECTED OFFICIALS

Check the box that applies and provide related information where needed

☐ The Person Doing Business with the County is an individual and there is no familial relationship between this individual and any Cook County employee or any person holding elective office in the State of Illinois, Cook County, or any municipality within Cook County.

☒ The Person Doing Business with the County is a business entity and there is no familial relationship between any member of this business entity's board of directors, officers, persons responsible for general administration of the business entity, agents authorized to execute documents on behalf of the business entity or employees directly engaged in contractual work with the County on behalf of the business entity, and any Cook County employee or any person holding elective office in the State of Illinois, Cook County, or any municipality within Cook County.

**COOK COUNTY BOARD OF ETHICS
FAMILIAL RELATIONSHIP DISCLOSURE FORM**

- ☐ The Person Doing Business with the County is an individual and there is a familial relationship between this individual and at least one Cook County employee and/or a person or persons holding elective office in the State of Illinois, Cook County, and/or any municipality within Cook County. The familial relationships are as follows:

Name of Individual Doing Business with the County	Name of Related County Employee or State, County or Municipal Elected Official	Title and Position of Related County Employee or State, County or Municipal Elected Official	Nature of Familial Relationship*
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

If more space is needed, attach an additional sheet following the above format.

- ☐ The Person Doing Business with the County is a business entity and there is a familial relationship between at least one member of this business entity's board of directors, officers, persons responsible for general administration of the business entity, agents authorized to execute documents on behalf of the business entity and/or employees directly engaged in contractual work with the County on behalf of the business entity, on the one hand, and at least one Cook County employee and/or a person holding elective office in the State of Illinois, Cook County, and/or any municipality within Cook County, on the other. The familial relationships are as follows:

Name of Member of Board of Director for Business Entity Doing Business with the County	Name of Related County Employee or State, County or Municipal Elected Official	Title and Position of Related County Employee or State, County or Municipal Elected Official	Nature of Familial Relationship*
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Name of Officer for Business Entity Doing Business with the County	Name of Related County Employee or State, County or Municipal Elected Official	Title and Position of Related County Employee or State, County or Municipal Elected Official	Nature of Familial Relationship*
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Name of Person Responsible for the General Administration of the Business Entity Doing Business with the County	Name of Related County Employee or State, County or Municipal Elected Official	Title and Position of Related County Employee or State, County or Municipal Elected Official	Nature of Familial Relationship*
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Name of Agent Authorized to Execute Documents for Business Entity Doing Business with the County	Name of Related County Employee or State, County or Municipal Elected Official	Title and Position of Related County Employee or State, County or Municipal Elected Official	Nature of Familial Relationship*
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Name of Employee of Business Entity Directly Engaged in Doing Business with the County	Name of Related County Employee or State, County or Municipal Elected Official	Title and Position of Related County Employee or State, County or Municipal Elected Official	Nature of Familial Relationship*
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

If more space is needed, attach an additional sheet following the above format.

VERIFICATION: To the best of my knowledge, the information I have provided on this disclosure form is accurate and complete. I acknowledge that an inaccurate or incomplete disclosure is punishable by law, including but not limited to fines and debarment.

Signature of Recipient

Date

SUBMIT COMPLETED FORM TO:

Cook County Board of Ethics
69 West Washington Street, Suite 3040, Chicago, Illinois 60602
Office (312) 603-4304 – Fax (312) 603-9988
CookCounty.Ethics@cookcountyl.gov

* Spouse, domestic partner, civil union partner or parent, child, sibling, aunt, uncle, niece, nephew, grandparent or grandchild by blood, marriage (i.e. in laws and step relations) or adoption.

SECTION 4

CONTRACT AND EDS EXECUTION PAGE

PLEASE EXECUTE THREE ORIGINALS

The Applicant hereby certifies and warrants: that all of the statements, certifications and representations set forth in this EDS are true, complete and correct; that the Applicant is in full compliance and will continue to be in compliance throughout the term of the Contract or County Privilege issued to the Applicant with all the policies and requirements set forth in this EDS; and that all facts and information provided by the Applicant in this EDS are true, complete and correct. The Applicant agrees to inform the Chief Procurement Officer in writing if any of such statements, certifications, representations, facts or information becomes or is found to be untrue, incomplete or incorrect during the term of the Contract or County Privilege.

Execution by Corporation

President's Name

President's Signature

Telephone

Email

Secretary Signature

Date

Execution by LLC

Member/Manager (Signature)*

Date

Telephone

Email

Execution by Partnership/Joint Venture

Partner/Joint Venturer (Signature)*

Date

Telephone

Email

Execution by Sole Proprietorship

Jordan Jaeger
Signature

6/2/15
Date

319.929.5658
Telephone

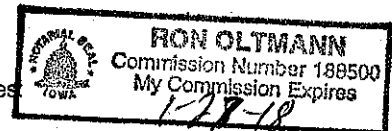
jjjaeger@solutionsco.net
Email

Subscribed and sworn to before me this

2 day of June, 2015

Ron Oltmann
Notary Public Signature

My commission expires



Notary Seal

If the operating agreement, partnership agreement or governing documents requiring execution by multiple members, managers, partners, or joint venturers, please complete and execute additional Contract and EDS Execution Pages.

CONTRACT NO: 1535-14434

EXHIBIT 5

MBE/WBE Utilization Plan

MBE/WBE UTILIZATION PLAN - FORM 1

BIDDER/PROPOSER HEREBY STATES that all MBE/WBE firms included in this Plan are certified MBEs/WBEs by at least one of the entities listed in the General Conditions - Section 19.

I. BIDDER/PROPOSER MBE/WBE STATUS: (check the appropriate line)

- ☐ Bidder/Proposer is a certified MBE or WBE firm. (If so, attach copy of current Letter of Certification)
- ☐ Bidder/Proposer is a Joint Venture and one or more Joint Venture partners are certified MBEs or WBEs. (If so, attach copies of Letter(s) of Certification, a copy of Joint Venture Agreement clearly describing the role of the MBE/WBE firm(s) and its ownership interest in the Joint Venture and a completed Joint Venture Affidavit - available online at www.cookcountyil.gov/contractcompliance)
- ☒ Bidder/Proposer is not a certified MBE or WBE firm, nor a Joint Venture with MBE/WBE partners, but will utilize MBE and WBE firms either directly or indirectly in the performance of the Contract. (If so, complete Sections II below and the Letter(s) of Intent - Form 2).

II. ☒ Direct Participation of MBE/WBE Firms ☐ Indirect Participation of MBE/WBE Firms

NOTE: Where goals have not been achieved through direct participation, Bidder/Proposer shall include documentation outlining efforts to achieve Direct Participation at the time of Bid/Proposal submission. Indirect Participation will only be considered after all efforts to achieve Direct Participation have been exhausted. Only after written documentation of Good Faith Efforts is received will Indirect Participation be considered.

MBEs/WBEs that will perform as subcontractors, suppliers/consultants include:

MBE/WBE Firm: BPC
 Address: 1129 E Seminary Danville IL 61832
 E-mail: bpcncw@yahoo.com
 Contact Person: Rockelle Gary Phone: 708 764 3980
 Dollar Amount Participation: \$ 364,213.15
 Percent Amount of Participation: 25 %

*Letter of Intent attached? Yes ☒ No ☐
 *Current Letter of Certification attached? Yes ☒ No ☐

MBE/WBE Firm: PM Graphics
 Address: 6950 S. Euclid Ave Chicago IL 60649
 E-mail: pmgraph@sbcglobal.net
 Contact Person: Patricia Lynch Phone: 773 - 886 - 5208
 Dollar Amount Participation: \$ 145,685.50
 Percent Amount of Participation: 10 %

*Letter of Intent attached? Yes ☒ No ☐
 *Current Letter of Certification attached? Yes ☒ No ☐

Attach additional sheets as needed.

* Letter(s) of Intent and current Letters of Certification must be submitted at the time of bid.

COOK COUNTY GOVERNMENT LETTER OF INTENT (SECTION 2)

MWBE Firm: BPC
 Address: 1129 E Seminary
 City/State: Danville IL Zip: 61832
 Phone: 708-764-3480 Fax: -
 Email: bpcnew@yahoo.com

Dept Procurement Services
 City of Chicago

Certifying Agency: City of Chicago
 Certification Expiration Date: 05/31/16
 FEIN #: 27-2468389
 Contact Person: Rochelle Gray
 Contract #: 1535-14434

Participation: ☒ Direct ☐ Indirect

Will the MWBE firm be subcontracting any of the performance of this contract to another firm?

☒ No ☐ Yes - Please attach explanation. Proposed Subcontractor: _____

The undersigned MWBE is prepared to provide the following Commodities/Services for the above named Project/ Contract:

Office Supplies, general merchandise, non-durable goods

Indicate the Dollar Amount, or Percentage, and the Terms of Payment for the above-described Commodities/ Services:

\$364,213.75
25% - 30 days of receipt of payment

(If more space is needed to fully describe MWBE Firm's proposed scope of work and/or payment schedule, attach additional sheets)

THE UNDERSIGNED PARTIES AGREE that this Letter of Intent will become a binding Subcontract Agreement conditioned upon the Bidder/Proposer's receipt of a signed contract from the County of Cook. The Undersigned Parties do also certify that they did not affix their signatures to this document until all areas under Description of Service/ Supply and Fee/Cost were completed.

Rochelle Gray
 Signature (MWBE)
ROCHELLE GRAY
 Print Name
BPC
 Firm Name
3/2/15
 Date

Jordan Jaeger
 Signature (Prime Bidder/Proposer)
Jordan Jaeger
 Print Name
Paper Solutions
 Firm Name
6/2/15
 Date

Subscribed and sworn before me

this 2 day of MARCH, 2015
 Notary Public Marlene L Harris-Waters

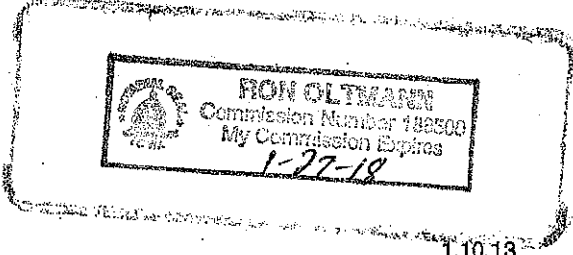
SEAL



Subscribed and sworn before me

this 2 day of JUNE, 2015
 Notary Public Ron Oltmann

SEAL





DEPARTMENT OF PROCUREMENT SERVICES
CITY OF CHICAGO

JUN 28 2013

Rochelle Gary
BPC
437 E. 103rd Street
Chicago, IL 60628-2973

Dear Ms. Gary:

We are pleased to inform you that BPC has been re-certified as a **Minority Business Enterprise ("MBE")** by the City of Chicago ("City"). This **MBE** certification is valid until **05/31/2016** however your firm's certification must be re-validated annually. In the past the City has provided you with an annual letter confirming your certification; such letters will no longer be issued. As a consequence, we require you to be even more diligent in filing your **annual No-Change Affidavit 60 days** before your annual anniversary date.

It is now your responsibility to check the City's certification directory and verify your certification status. As a condition of continued certification during the five-year period stated above, you must file an annual **No-Change Affidavit**. Your firm's **annual No-Change Affidavit** is due by **05/31/2014** and **05/31/2015**. Please remember, you have an affirmative duty to file your **No-Change Affidavit 60 days** prior to the date of expiration. Failure to file your annual **No-Change Affidavit** may result in the suspension or rescission of your certification.

Your firm's five year certification will expire on **05/31/2016**. You have an affirmative duty to file for recertification **60 days** prior to the date of the five year anniversary date. Therefore, you must file for recertification by **03/31/2016**.

It is important to note that you also have an ongoing affirmative duty to notify the City of any changes in ownership or control of your firm, or any other fact affecting your firm's eligibility for certification **within 10 days** of such change. These changes may include but are not limited to a change of address, change of business structure, change in ownership or ownership structure, change of business operations, gross receipts and or personal net worth that exceed the program threshold. Failure to provide the City with timely notice of such changes may result in the suspension or rescission of your certification. In addition, you may be liable for civil penalties under Chapter 1-22, "False Claims," of the Municipal Code of Chicago.

Please note – you shall be deemed to have had your certification lapse and will be ineligible to participate as a **MBE** if you fail to:

- File your annual **No-Change Affidavit** within the required time period;
- Provide financial or other records requested pursuant to an audit within the required time period;

- Notify the City of any changes affecting your firm's certification within **10 days** of such change; or
- File your recertification within the required time period.

Please be reminded of your contractual obligation to cooperate with the City with respect to any reviews, audits or investigation of its contracts and affirmative action programs. We strongly encourage you to assist us in maintaining the integrity of our programs by reporting instances or suspicions of fraud or abuse to the City's Inspector General at chicagoinspectorgeneral.org, or 866-IG-TIPLINE (866-448-4754).

Be advised that if you or your firm is found to be involved in certification, bidding and/or contractual fraud or abuse, the City will pursue decertification and debarment. In addition to any other penalty imposed by law, any person who knowingly obtains, or knowingly assists another in obtaining, a contract with the City by falsely representing the individual or entity, or the individual or entity assisted, is a minority-owned business or a woman-owned business, is guilty of a misdemeanor, punishable by incarceration in the county jail for a period not to exceed six months or a fine of not less than \$5,000 and not more than \$10,000 or both.

Your firm's name will be listed in the City's Directory of Minority and Women-Owned Business Enterprises in the specialty area(s) of:

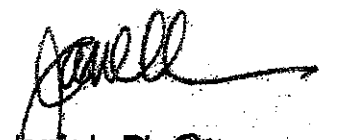
NAICS Code(s):

- 423850 - Janitorial Equipment and Supplies Merchant Wholesalers**
- 424120 - Envelopes Merchant Wholesalers**
- 424120 - Office and Stationery Supplies (Wholesalers)**
- 424120 - Paper, Office (e.g., carbon, computer, copier, typewriter), Merchant Wholesalers**
- 424120 - Toner Cartridges Merchant Wholesalers**
- 424130 - Disposable Plastics Products (e.g., boxes, cups, cutlery, dishes, sanitary food containers) Merchant Wholesalers**
- 424990 - General Merchandise, Nondurable Goods, Merchant Wholesalers**

Your firm's participation on City contracts will be credited only toward Minority Business Enterprise goals in your area(s) of specialty. While your participation on City contracts is not limited to your area of specialty, credit toward goals will be given only for work that is self-performed and providing a commercially useful function that is done in the approved specialty category.

Thank you for your interest in the City's Minority and Women-Owned Business Enterprise (MBE/WBE) Program.

Sincerely,



Jamie L. Rhoads
Chief Procurement Officer

JLR/si

MBE/WBE LETTER OF INTENT - FORM 2

M/WBE Firm: PMGraphics

Contact Person: Patricia Lynch

Address: 6950 S Euclid Ave

City/State: Chicago, IL Zip: 60649

Phone: (773) 955-5686 Fax: _____

Email: pmgraph1617@sbcdglobal.net

Participation: ☒ Direct ☐ Indirect

Certifying Agency: Cook County

Certification Expiration Date: No change Affidavit in process

Ethnicity: AFRICAN-AMERICAN

Bid/Proposal/Contract #: 1585 14434

FEIN #: 04-3814158

Will the M/WBE firm be subcontracting any of the goods or services of this contract to another firm?

☒ No ☐ Yes - Please attach explanation. Proposed Subcontractor(s): _____

The undersigned M/WBE is prepared to provide the following Commodities/Services for the above named Project/ Contract: (If more space is needed to fully describe M/WBE Firm's proposed scope of work and/or payment schedule, attach additional sheets)

Digital imaging & printed materials

Indicate the Dollar Amount, Percentage, and the Terms of Payment for the above-described Commodities/ Services:

\$ 145,685.50
10% - 30 days of receipt of payment

THE UNDERSIGNED PARTIES AGREE that this Letter of Intent will become a binding Subcontract Agreement for the above work, conditioned upon (1) the Bidder/Proposer's receipt of a signed contract from the County of Cook; (2) Undersigned Subcontractor remaining compliant with all relevant credentials, codes, ordinances and statutes required by Contractor, Cook County, and the State to participate as a MBE/WBE firm for the above work. The Undersigned Parties do also certify that they did not affix their signatures to this document until all areas under Description of Service/Supply and Fee/Cost were completed.

Patricia Lynch
Signature (M/WBE)

PATRICIA LYNCH
Print Name

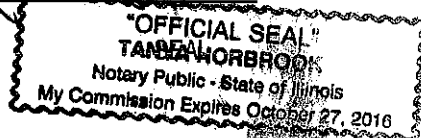
PMGraphics
Firm Name

MAY 28, 2015
Date

Subscribed and sworn before me

this 28 day of MAY, 2015

Notary Public [Signature]



Jordan Jaeger
Signature (Prime Bidder/Proposer)

Jordan Jaeger
Print Name

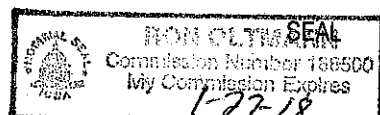
Paper Solutions
Firm Name

6/2/15
Date

Subscribed and sworn before me

this 2 day of June, 2015

Notary Public Ron Oltmann





COUNTY OF COOK BUREAU OF FINANCE

OFFICE OF CONTRACT COMPLIANCE

JACQUELINE GOMEZ, DIRECTOR

118 N Clark, Room 1020 | Chicago, Illinois 60602-1304 | Tel (312) 603-5502

TONI PRECKWINKLE

PRESIDENT

Cook County Board
of Commissioners

EARLEAN COLLINS
1st District

ROBERT STEELE
2nd District

JERRY BUTLER
3rd District

STANLEY MOORE
4th District

DEBORAH SIMS
5th District

JOAN PATRICIA MURPHY
6th District

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7th District

EDWIN REYES
8th District

PETER N. SILVESTRI
9th District

BRIDGET GAINER
10th District

JOHN P. DALEY
11th District

JOHN A. FRITCHEY
12th District

LARRY SUFFREDIN
13th District

GREGG GOSLIN
14th District

TIMOTHY O. SCHNEIDER
15th District

JEFFREY R. TOBOLSKI
16th District

ELIZABETH ANN DOODY GORMAN
17th District

January 15, 2014

Ms. Patricia Lynch, Owner
PMGraphics
6950 S. Euclid Avenue
Chicago, IL 60649

Annual Certification Expires: January 15, 2015

Dear Ms. Lynch:

Congratulations on your continued eligibility for Certification as MBE and WBE by Cook County Government. This certification is valid until January 15, 2017; however, you must re-validate your firms' certification annually.

As a condition of continued Certification during the three (3) year term, you must file an annual **"No Change Affidavit"** within **sixty (60) business days** prior to the date of the annual expiration. Failure to file this Affidavit may result in the termination of your Certification. You must notify Cook County's Office of Contract Compliance of any change in ownership or control or any other matters or facts affecting your firm's eligibility for Certification within **fifteen (15) business days** of such change.

Cook County Government may commence action to remove your firm as a certified vendor if you fail to notify us of any changes of facts affecting your firm's Certification, or if your firm otherwise fails to cooperate with the County in any inquiry or investigation. Removal of your status may also be commenced if your firm is found to be involved in bidding or contractual irregularities.

Your firm's name will be listed in Cook County's Directory of certified firms in the following area(s) of specialty:

Professional Services: Graphic Artist, Banners, Digital Imaging and Printed Materials

Your firm's participation on Cook County contracts will be credited toward MBE or WBE goals in your area(s) of specialty. While your participation on Cook County contracts is not limited to your specialty, credit toward MBE or WBE goals will be given only for work done in the specialty category.

Thank you for your continued interest in Cook County Government's Minority, Women and Veteran Business Enterprise Programs.

Sincerely,

Jacqueline Gomez
Contract Compliance Director
JG/ek

PETITION FOR REDUCTION/WAIVER OF MBE/WBE PARTICIPATION - FORM 3

A. BIDDER/PROPOSER HEREBY REQUESTS:

☐ FULL MBE WAIVER

☐ FULL WBE WAIVER

☐ REDUCTION (PARTIAL MBE and/or WBE PARTICIPATION)

_____ % of Reduction for MBE Participation
_____ % of Reduction for WBE Participation

B. REASON FOR FULL/REDUCTION WAIVER REQUEST

Bidder/Proposer shall check each item applicable to its reason for a waiver request. Additionally, supporting documentation shall be submitted with this request.

- ☐ (1) Lack of sufficient qualified MBEs and/or WBEs capable of providing the goods or services required by the contract. **(Please explain)**
- ☐ (2) The specifications and necessary requirements for performing the contract make it impossible or economically infeasible to divide the contract to enable the contractor to utilize MBEs and/or WBEs in accordance with the applicable participation. **(Please explain)**
- ☐ (3) Price(s) quoted by potential MBEs and/or WBEs are above competitive levels and increase cost of doing business and would make acceptance of such MBE and/or WBE bid economically impracticable, taking into consideration the percentage of total contract price represented by such MBE and/or WBE bid. **(Please explain)**
- ☐ (4) There are other relevant factors making it impossible or economically infeasible to utilize MBE and/or WBE firms. **(Please explain)**

C. GOOD FAITH EFFORTS TO OBTAIN MBE/WBE PARTICIPATION

- ☐ (1) Made timely written solicitation to identified MBEs and WBEs for utilization of goods and/or services; and provided MBEs and WBEs with a timely opportunity to review and obtain relevant specifications, terms and conditions of the proposal to enable MBEs and WBEs to prepare an informed response to solicitation. **(Attach of copy written solicitations made)**
- ☐ (2) Used the services and assistance of the Office of Contract Compliance staff. **(Please explain)**
- ☐ (3) Timely notified and used the services and assistance of community, minority and women business organizations. **(Attach of copy written solicitations made)**
- ☐ (4) Followed up on initial solicitation of MBEs and WBEs to determine if firms are interested in doing business. **(Attach supporting documentation)**
- ☐ (5) Engaged MBEs & WBEs for direct/indirect participation. **(Please explain)**

D. OTHER RELEVANT INFORMATION

Attach any other documentation relative to Good Faith Efforts in complying with MBE/WBE participation.

Revised: 01/29/14

1

John E. N.

10-11-12

(DOLLARS AND CENTS)

2.1.01

ASSISTANT STATE'S ATTORNEY
(Domestic contracts over \$1,000,000.00)